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# Butte County Occupational Outlook



2003 - 2004

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# ***OCCUPATIONAL OUTLOOK & TRAINING DIRECTORY***

***BUTTE COUNTY  
2003 - 2004***

***A PRODUCT OF***

The California Cooperative Occupational Information System

***SPONSORED BY***

Private Industry Council of Butte County (<http://www.ncen.org/butte/home.htm>)

California Career Resource Network (<http://www.californiacareers.info>)

Employment Development Department – Labor Market Information Division (<http://www.calmis.ca.gov>)

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## AREA PROFILE

Butte County is situated on the east side of Northern California's Sacramento Valley. The surrounding counties include Plumas on the northeast, Yuba on the southeast, Sutter and Colusa on the southwest, Glenn on the west, and Tehama on the northwest. The county covers 1,675 square miles.

Rising from the Sacramento River, its western boundary, to the Sierra Nevada mountains, its eastern perimeter, Butte County elevation spans from 60 to over 7,000 feet above sea level and has a considerable variation in climate. Summers at the lower elevations are dry and warm, with temperatures at times topping 100 degrees. The valley winters are mild, with occasional frosts. At the higher elevations, on the other hand, temperatures are generally cooler throughout the year, and winter brings regular snowfall.

The portion of the county lying in the Sacramento Valley has ideal conditions for agriculture. More than 40% of the land area in Butte County is utilized for farming. Grains, fruits, and nuts are the most important crops. Rice and almonds each account for more than 25% of the dollar value of the county's agricultural production. Walnuts, prunes, kiwifruit, peaches, and olives account for significant commodity revenue as well.

Major transportation routes in the county include State Highways 99 and 70. Two railroad lines pass through the county.

The five incorporated cities in Butte County are Paradise, Chico, Oroville, Gridley, and Biggs. Chico is the county's largest city and is an urban center for the surrounding agricultural area. California State University at Chico, with an enrollment of approximately 15,000 students, is located here. Bidwell Park in Chico is the third-largest city park in the world. From the university campus, the park extends 12 miles along both sides of Big Chico Creek.

The city of Paradise was incorporated during 1979 and is the second largest city in Butte County. Located 16 miles northeast of Chico, Paradise is mainly a residential community.

Oroville, the county seat and third largest city, is located near the site of the Oroville Dam, the world's largest earth-filled dam. The major industries of the Oroville area are agriculture, food processing, and the services associated with the surrounding recreational area. Located near Oroville are the farming and food processing communities of Biggs, Palermo, Richvale, and Gridley.

As of January 1, 2003, it is estimated that Butte County's population is 210,400, an increase of 1.5% over the previous year's revised estimate of 207,300. This rate is lower than California's population growth rate of 1.7% over 2002.

*Source: Employment Development Department / Labor Market Information Division  
California State Department of Finance/Demographic Research Unit*

## WHO ARE WE?

The Private Industry Council of Butte County (PIC) is a Private Non-Profit Corporation. It is jointly governed by a 19-member Private Industry Council Board and the Butte County Board of Supervisors. The Private Industry Council administers Federal and State Job Training funds for employment and job training and related programs and services.

The PIC is also a member of the Northern California Employment Network (NCEN). NCEN is a consortium of publicly funded employment programs providing a comprehensive array of employer and job seeker services in the counties of Butte, Colusa, Del Norte, Glenn, Lake, Lassen, Modoc, Plumas, Shasta, Siskiyou, Sutter, Tehama, Trinity, and Yuba.

## MISSION STATEMENT

It is the intent of the Butte County PIC to:

- Encourage better use of resources through coordination and integration of goods and services;
- Make education, job training, and employment services universally available and accessible to all residents in Butte County;
- Assist partner staff in their efforts to continually improve the quality of local programs and services;
- Increase regional access to information and enhance our ability to communicate through increased automation capacity and Internet connectivity.

## INTRODUCTION

The labor market information presented in this report was collected through a cooperative partnership between the Private Industry Council of Butte County and the Labor Market Information Division (LMID) of the California Employment Development Department (EDD). This partnership is known as the California Cooperative Occupational Information System (CCOIS) and was initiated in 1986. This is the eighth year that Butte County has participated.

The goal of this publication is to improve the match between the labor needs of employers and the skills of job seekers by providing current, local occupational information. Information in this report is specific to Butte County. This year's report is comprehensive. You will find summaries of 60 occupations surveyed during the period from April -- November of 2001, 2002, and 2003, respectively. Funding permitted, additional occupations will be selected for study in successive years.



## ***WHAT IS THE CCOIS?***

### ***Overview:***

The California Cooperative Occupational Information System (CCOIS) is the local component of labor market research in California. It is a partnership of state and local agencies that produces local occupational and labor market information. The CCOIS is a statewide program that is operational at 30 sites that represent 58 counties throughout California. The local agencies, referred to as *local partners*, consist of Workforce Development Boards, local Workforce Investment Boards and other workforce investment agencies, and Economic Development Agencies. At the state level, the Employment Development Department provides technical and financial assistance to the Local Partners and administers the CCOIS under the advisement and policy guidelines of the California Career Resources Network (CalCRN). The CalCRN is California's designated representative to America's Career Resource Network (ACRN).

The *2003/2004 Butte County Occupational Outlook* is the official local report of the CCOIS. To provide continuity with the statewide program, all CCOIS reports bear the title "Occupational Outlook" and the name of the geographic area covered by the report.

The CCOIS annual program cycle operates as follows:

- Occupations are selected for study.
- Survey samples are designed.
- Survey questionnaires are prepared for each occupation.
- Extensive surveys are conducted with local employers.
- Data is reviewed, coded, and keyed into a CCOIS database.
- Tabulations are developed and analyzed.
- Outlook reports are prepared, reviewed, and printed.
- Reports are disseminated to the "user" in the community.



## ***WHY IS THIS RESEARCH CONDUCTED?***

The information in this report may be used by a wide array of organizations and individuals for various purposes. Possible uses include the following:

### ***Career Decisions***

Career counselors and job seekers are able to make better occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.

### ***Program Planning***

This report provides local planners and administrators with employment, training and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

### ***Curriculum Design***

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

### ***Economic Development***

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages useful in determining the potential for business growth and development in the local labor market area.

### ***Program Marketing***

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

### ***Human Resource Development***

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefit packages, improve recruitment, and assess the availability of qualified workers for business relocation or expansion purposes.

## STATE AND FEDERAL LEGISLATIVE MANDATES

Information produced and available through the CCOIS satisfies major federal and state statutory mandates.

The Senate Labor and Human Resources Committee believes labor market information is an essential structural element supporting all other programs and services under the *Workforce Investment Act of 1998 (WIA)*. Under WIA, a national employment statistics system is established, which is to be planned, administered, overseen, and evaluated through a cooperative governance structure involving the Department of Labor and the States. It requires the Secretary of Labor, through the Bureau of Labor Statistics, and in cooperation with the states, to prepare an annual plan to manage the nationwide system.

The *Welfare to Work Act of 1997 (CalWORKs)*, establishes welfare reform in California. The previous program that entitled recipients to aid with few limits is replaced. The new program assures that welfare is a temporary support in times of crisis, rather than a way of life; encourages and regards personal responsibility and accountability by recipients; fosters a “Work First” attitude by strict work requirements; and gives counties the flexibility they need to meet recipients’ needs. The continuing nature of the CCOIS program enables the Butte County populace to acquire the most recent local labor market information to assist recipients as they transition from welfare to work.

Section 10533 of the *California Unemployment Insurance Code (CUIC)* requires the EDD to operate the CCOIS as the primary component of a comprehensive labor market and occupational supply and demand information system. The law states that the CCOIS shall serve as a primary source for local and statewide occupational information, and shall be available in all areas of the state. This law specifically requires the CCOIS to produce statistically valid occupational analyses for local job training and education programs, and it must be conducted by a local entity under the direction of EDD. Further, it must include the participation of local users of the information. The law requires the EDD and local entities to prepare occupational analyses using state occupational forecasts and other indicators of growth, combined with local employer surveys of recruitment practices, job qualifications, earnings and hours, and advancement and outlook.

In its annual plan to the Governor and Legislature regarding employer’s demand for trained workers and changes in the State’s economy, the Employment Training Panel is required by law to review labor market information provided by the CCOIS.

The *Wagner-Peyser Act*, which created the Job Service, provides that each state shall maintain an effective labor market information service, through which it shall provide for the collection, analysis, and dissemination of current labor market developments, employment trends, and employment opportunities.

The *Carl D. Perkins Vocational and Applied Technology Education Act* was established to meet the urgent needs for training, retraining, and employment development of adults. A key element in this legislation is the requirement that careful analyses be made of current labor market conditions, including a determination of future labor market needs. The amendments of 1990 call for greater use of labor market information to support the state plans of employment and training services and the objectives of vocational education.

Thus, the CCOIS contributes to the state’s compliance with laws requiring accurate, reliable, current, and localized labor market information. Since 1986, the program has consistently demonstrated its success in addressing the need for better information for career guidance and training planning.

## METHODOLOGY

To produce the occupational profiles, our research includes the following steps:

- **Occupational Forecast:** Occupational projections are developed by the Labor Market Information Division (LMID) of the Employment Development Department and are used to help identify growing and declining occupations.
- **Occupational Selection:** A variety of criteria has been established by the CCOIS Program and is used to help select the survey occupations. However, the primary objective is to survey occupations that are of most interest to the users (and potential users) in the community within the limitations of a standardized research program. For each survey year, a preliminary list of occupations was developed. The list was reviewed by representatives of community based vocational training programs, economic development organizations, private businesses, educational institutions, the PIC, and other government agencies. Representatives of these agencies were asked to identify which occupations they would like studied. Based on the input of these organizations, some occupations were eliminated and others added. The list of occupations was reviewed and discussed with LMID, eventually narrowing to the 60 published within this report.
- **Questionnaire Development:** Specific information needs for each occupation are determined, and questionnaires are developed to respond to local information needs.
- **Sample Selection:** LMID generates employer samples by industry and employer size. Employers are contacted to verify that they employ persons in the occupation and are willing to participate in the project.
- **Employer Survey:** Confidential employer surveys are conducted by telephone, fax, mail, or in person. Completed surveys are reviewed for internal consistency and employers are re-contacted for clarification as needed.
- **Data Entry and Tabulation:** Completed surveys are reviewed and the responses entered into a CCOIS database, which generates basic data tabulations.
- **Written Analysis:** The data from those tabulations and other relevant information is carefully analyzed to prepare the individual occupation profiles. Sufficient information was obtained to develop profiles for the 60 occupations surveyed.
- **Report Distribution:** The written analysis may be presented at a public dissemination meeting, which is the initial step in publicizing the occupational information collected. This report is also distributed to high schools and community college career counselors, vocational rehabilitation offices, the library systems throughout the county, and various other social service agencies.
- **Data Destruction:** Data tabulations and employer surveys are destroyed to safeguard specific individual employer information.

## DESCRIPTION OF INDIVIDUAL OCCUPATIONAL PROFILES

The following is a brief description of the profiles contained in the 2003/2004 Occupational Outlook Report, and includes definitions of the terms used to describe the survey results:

### OCCUPATIONAL TITLES, CODES AND DEFINITIONS

Occupations surveyed in this report in 2001 and 2002 have a six-digit occupational code and definition from the standard Occupational Employment Statistics (OES) classification system. OES descriptions are broader in scope than the Dictionary of Occupational Titles (DOT) classification system; each OES code may include several of the more detailed DOT titles.

Occupations studied in 2003 are assigned the new Standard Occupational Classification (SOC) code. The SOC system was developed in response to a growing need for a universal classification system. This allows government agencies and private industry to produce comparable data. It is designed to cover all occupations in which work is performed for pay or profit, reflecting the current occupational structure in the United States. All federal government agencies that collect occupational data are expected to adopt the SOC.

### EMPLOYER REQUIREMENTS

- **Education and Training & Experience:** Survey responses to questions regarding education, training, and work experience needed to obtain employment are summarized here. Employers are asked for the level of education that the firm requires for the

survey occupation. Additionally, employers are asked if they require work experience and what type of experience is required. When appropriate, occupational summaries may be supplemented by State requirements from the most recent publication of the *California Professional & Business License Handbook, August 1999*.

Note: While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

The terms used in this section and throughout the report to describe occupations studied are as follows:

- All:** 100% of survey responses
- Almost All:** 80% up to but not including 100%
- Most:** 60% up to but not including 80%
- Many:** 40% up to but not including 60%
- Some:** 20% up to but not including 40%
- Few:** less than 20% of the survey responses

- **Skills and Qualifications:** Employers are asked to list those skills that are necessary to perform the functions of the occupation being surveyed, and skills important for career advancement. As skills are widely recognized as being transferable in nature, employers' responses are supplemented--

when appropriate--with skills from the Occupational Information Network (O\*NET) Online, a comprehensive database of worker attributes and job characteristics. O\*NET is being developed as a timely, easy-to-use resource that supports public and private sector efforts to identify and develop the skills of the American workforce. Additionally, employer-specified skills provided by LMID are also included in this section when appropriate.

## WAGES AND BENEFITS

- **Wages:** The purpose of this section is to report the approximate wage ranges and medians for the occupations and to provide a rough measure for comparing the wages of various occupations. The range and median of hourly wages are presented for three categories of employees: **new hires with no experience**, persons trained or otherwise qualified, but with no paid experience in the occupation; **new hires with experience**, experienced persons, but those just starting with the firm; **after three years with the firm**, persons who have had at least three years of experience in the occupation with that employer.

One wage section is used when the percent of union employment is either greater than 80% or less than 20%. Two wage sections occur when the percent of union employment is from 20% to 80% and there is no violation of confidentiality.

Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

- **Hours Worked:** The distribution of full-time, part-time, on-call and temporary employees is reported in this section, together with the average number of hours worked per week. If distribution is less than 20%, it is considered negligible for the purposes of this section, thus generally not reported.
- **Benefits:** This section presents the types of fringe benefits employers offer. Information is presented on the percentage of employers providing each of the benefits to their employees, identifying who pays the benefit (employer paid, shared cost, or employee pays all) for full-time employees. When part-time employment is a significant percentage of the occupational total (20% or more), this breakdown is reported.

## EMPLOYMENT TRENDS

- **Supply and Demand:** This section presents information on the methods employers use to recruit new employees and the difficulty in finding applicants to fill vacancies. Each employer was asked to list all the recruitment methods used. Employers were asked to rate on a four-point scale the difficulty they have in finding experienced or inexperienced replacements to fill vacancies. The employers' responses are combined with a weighted average using a formula including the number of new hires and the number of firms.  
The following terms are used to describe the difficulty in finding applicants:

**Very Difficult:** Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. This means that qualified applicants encounter no competition in their job search.

**Moderately Difficult:** Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find moderate competition in their job search.

**Not Difficult:** Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

- **Recruitment Methods:** Employers are asked to indicate their most successful hiring methods.
- **Turnover** is calculated for each occupation based on vacancies (resulting from promotions or employees leaving the firm) filled over the last 12 months, divided by the difference between the total reported number of employees among firms responding to the survey and the number of new hires during this period.

It is determined that turnover terms are arbitrary in nature. Therefore, occupational summaries will include only turnover percentages based on useable surveys—leaving judgments to the report reader as to their meaning.

- **Size of Occupation & Projections:** This section presents the seven-year growth and job openings projections provided through the LMID OES program. It also summarizes the size of employment in the occupation, based on percentage of the total employment in the consortium. For occupations studied in 2001, the following scale is used to measure occupational size:

Small	Less than 105
Medium	105 - 210
Large	211 - 456

Very Large	457 and above
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For occupations studied in 2002, the following scale is used to measure occupational size:

Small	Less than 107
Medium	107 – 213
Large	214 – 462
Very Large	463 and above

For occupations studied in 2003, the following scale is used to measure occupational size:

Small	Less than 109
Medium	110 – 218
Large	219 – 472
Very Large	473 and above

Occasionally, LMID projection data may differ from the data employers provide. The data are different because occupational projections reflect historical trends so that the future is expected to be like the past. The growth or decline in occupational projections is a factor of the growth or decline in industries.

- **Gender:** This section presents the distribution of male and female employees as reported by firms responding to this survey.
- **Growth Trends:** This is an overview of projected new job growth rates in relation to the overall new job growth rate (8.7 % for period 1999 – 2006, and 7.7% for period 2001 - 2008) for the county. The following terms are applied to the occupational growth trends in Butte County:

Much faster than average:	1.50 times average or more
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Faster than average:	1.10 to but not including 1.50 times average
Average:	0.90 to but not including 1.10 times average
Slower than average:	less than 0.90 but greater than zero
Remain Stable	zero
Slow Decline	less than zero

- **Where the Jobs Are:** This section identifies the major employing industries for each occupation, indicated by a percentage of the occupation's employment in specific industries. These are industry staffing patterns generated by LMID.

## OTHER INFORMATION

- **Alternative Job Titles:** This section lists other job titles used by employers that meet the standard occupational definition.
- **Related DOT Code:** For many years, the Dictionary of Occupational Titles (DOT) was a comprehensive and standardized national occupational coding system. The occupational definitions are arranged by nine-digit DOT codes. The definitions include major task elements of the job, task variables, alternative job titles, industry designations, and related occupations. The DOT is available from U.S. Government Bookstores, Bureau of Labor Statistics, or the Superintendent of Documents.

As the Occupational Information Network (O\*NET) contains an increasing amount of comprehensive information on job requirements and worker competencies, O\*NET replaces the DOT system by offering a more dynamic framework for exploring the world of work. As a result of these changes, reference to the DOT is being phased out of this report. Summaries for occupations studied in 2003 and thereafter will not include DOT information.

- **Promotional Opportunities:** Employers are asked whether or not they promote employees to a higher-level position. If so, we seek the occupational titles to which they may be promoted.
- **Employers Responses:** Displays the number of useable surveys received from the employer community and their total number of employees represented for the specific occupation.
- **Unionization and Collective Bargaining:** Employers surveyed are asked if the wages for employees in the occupation are subject to a collective bargaining or union agreement.



***OCCUPATIONAL***  
***SUMMARIES***

## ASSEMBLERS AND FABRICATORS -- EXCEPT MACHINE, ELECTRICAL, ELECTRONIC, AND PRECISION OES 939560

Assemblers and Fabricators (except Machine, Electrical, Electronic and Precision) in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. Includes assemblers whose duties are of a nonprecision nature. Does not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations, such as riveting, welding, soldering, machining, or sawing.

### EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent. Few indicate they prefer vocational or technical training prior to hire. For those preferring training, the desired length is expressed as 6 months.

Experience: Many employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months of assembler, fabricator, or woodwork experience.

#### Skills and Qualifications:

- Able to operate power hand tools
- Able to do arithmetic using fractions and decimals
- Able to perform assembly work
- Able to read working drawings
- Able to read blueprints
- Able to use and read a tape measure
- Able to perform routine, repetitive work
- Willing to work with close supervision
- Possession of mechanical aptitude
- Able to work independently
- Manual dexterity
- Good eye-hand coordination
- Possession of good color perception
- Able to stand continuously for 2 or more hours
- Able to lift at least 50 pounds repeatedly
- Able to write legibly
- Able to read and follow instructions

### WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 8.50	\$7.50
New Hires, W/ Experience	\$6.25 - 11.00	\$8.00
After Three Years W/ Firm	\$7.50 - 18.00	\$11.00

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Almost all Assemblers and Fabricators work full-time averaging 40 hours per week.

#### Benefits (% of Employers\* Offering Benefits):

	<u>Employer Paid</u>	<u>Shared Cost</u>	<u>Employee Pays All</u>
Medical Insurance	38%	38%	0%
Dental Insurance	25%	13%	19%
Vision Insurance	6%	6%	6%
Life Insurance	19%	6%	0%
Sick Leave	56%	0%	0%
Vacation	94%	0%	0%
Retirement Plan	25%	25%	6%
Child Care	0%	0%	0%

\*Percentage is based on 16 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Assemblers and Fabricators**

Experienced applicants: Not Competitive

Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: current employee referrals, walk-in applicants, and newspaper ads.

**Turnover:** Among employers surveyed, the rate is 7.8% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 320 -- 610 (Large/Very Large)

**Gender:** Employers responding indicate 73% of workers are male, 27% are female.

### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006: -290

Separations to 2006: 60

Total Openings: -230

**Growth Trends:** The new job growth rate for this occupation is -47.5%, which indicates significant decline relative to the average job growth rate of 8.7% for all occupations in the county. Though the decrease in projected growth rate reflects recent plant closures of a few large firms, many employers anticipate growth to remain stable over the next two years.

## WHERE THE JOBS ARE

Ordinance & Accessories	11.2%
Lumber and Construction Materials	10.6%
Ship and Boat Building and Repairing	9.7%
Miscellaneous Durable Goods	8.4%
Farm and Garden Machinery	8.1%
Toys and Sporting Goods	8.1%
Miscellaneous Plastic Products	6.2%
Measuring and Controlling Devices	6.2%
Fabricated Structural Metal Products	4.7%
Hardware, Plumbing and Heating Equipment	4.4%
Other	22.4%

## OTHER INFORMATION:

**Alternate Job Titles:** Builders, Cabinet Assemblers, Shop Workers, Prehung Assemblers

**Related DOT Code:** 710.381-010, 715.684-110, 700.684-014, 701.687-010, 706.684-018, 706.684-022, 706.684-042

**Promotional Opportunities:** May be promoted to machinist, machine operator, shipping clerk, quality control supervisor, or manager

**Union/Collective Bargaining:** No. Employers responding indicate no unionization for this occupation.

**Employer Responses:** 16 employers, representing 220 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

**AUTOMOTIVE SERVICE TECHNICIANS AND MECHANICS****SOC 493023**

Diagnose, adjust, repair, or overhaul automotive vehicles.

**EMPLOYER REQUIREMENTS**

Education and Training: Almost all employers report they require at least a high school diploma or equivalent. Most indicate they require or prefer technical or vocational training prior to hire. This is often reported as achieving ASE certifications through auto repair technical training programs. Employers report a range of training between 12 - 24 months, with an average of 15 months.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 12 - 60 months of experience as an automotive service technician, or with other mechanical experience. Employers report 25 months as the average amount of experience.

Skills and Qualifications:

Able to align or adjust clearances of mechanical components or parts  
 Able to align or adjust clearances of vehicle body parts or components  
 Able to align vehicle frame  
 Able to assemble, dismantle, or reassemble equipment or machinery  
 Able to conduct tests to locate mechanical system malfunction  
 Able to diagnose malfunctioning vehicle systems  
 Able to diagnose mechanical problems in machinery or equipment  
 Able to examine vehicle to detect malfunctions, damage, or maintenance needed  
 Able to inspect machinery or equipment to determine adjustments or repairs needed  
 Able to maintain or repair cargo or passenger vehicle  
 Able to repair commercial transportation equipment  
 Able to repair or replace malfunctioning or worn mechanical components  
 Able to understand service or repair manuals

**WAGES AND BENEFITS**

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00 - 13.00	\$9.84
New Hires, W/ Experience	\$10.00 - 15.65	\$13.50
After Three Years W/ Firm	\$12.00 - 20.00	\$18.00

Hours Worked: Almost all Automotive Service Technicians and Mechanics work full-time at an average of 41 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	33%	67%	0%
Dental Insurance	7%	47%	13%
Vision Insurance	20%	20%	20%
Life Insurance	33%	20%	20%
Sick Leave	53%	0%	0%
Vacation	93%	7%	0%
Retirement Plan	20%	53%	13%
Child Care	0%	0%	7%

\*Percentage is based on 15 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Automotive Service Technicians & Mechanics**  
Experienced applicants: Not Competitive  
Inexperienced applicants: Not Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, and employee referrals.

**Turnover:** Among employers surveyed, the rate is 20.3% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

**Size of Employment:** 540 - 600 (Very Large)

**Gender:** Employers responding indicate 100% of workers are male, 0% are female.

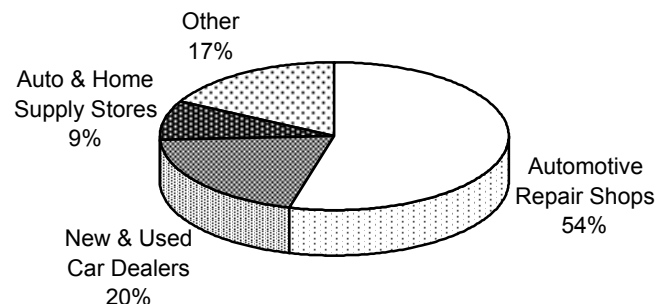
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

New jobs through 2008:	60
<u>Separations to 2008:</u>	90
Total Openings:	150

**Growth Trends:** The new job growth rate for this occupation is 11.1%, which is growing faster than the average new job growth rate of 7.7% for all occupations in the county. Most employers project their firm's employment in this occupation to grow over the next two years. Some anticipate growth to remain stable over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION

**Alternate Job Titles:** Technicians

**Promotional Opportunities:** May be promoted to service writer, lead technician, parts purchaser, or service manager

**Union/Collective Bargaining:** No. Employers responding indicate no unionization in this occupation.

**Employer Responses:** 15 employers, representing 149 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

**BAKERS -- BREAD AND PASTRY****OES 650210**

Bakers and Pastry Bakers mix and back ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods.

**EMPLOYER REQUIREMENTS**

Education and Training: Many employers surveyed report they require a high school diploma or equivalent. Some indicate they prefer technical or vocational training prior to hire. Employers report a range of training between 6 - 12 months, with an average of 8 months.

Experience: Most employers report they require or prefer work experience in this occupation. They report hiring applicants with 3 - 24 months of prior baking experience, with an average of 12 months.

Skills and Qualifications:

Pastry decorating skills  
Pastry making skills  
Mastery of baking equipment  
Ability to lift at least 25 pounds repeatedly  
Ability to stand continuously for 2 or more hours  
Ability to pass a pre-employment medical examination  
Willingness to work with close supervision  
Ability to work independently  
Ability to work under pressure  
Ability to read and follow instructions  
Ability to write legibly  
Oral communication skills  
Basic math skills

**\*WAGES AND BENEFITS**

<u>Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 8.00	\$7.25 - 8.33	\$7.25	\$7.50
New Hires, W/ Experience	\$6.75 - 9.00	\$8.00 - 9.50	\$7.38	\$8.33
After Three Years W/ Firm	\$7.25 - 12.50	\$11.00 - 14.25	\$9.75	\$13.00

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Many work part-time averaging 26 hours per week. Many work full-time at an average of 40 hours weekly.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	7%	0%	13%	7%	13%	13%
Dental Insurance	7%	0%	13%	7%	13%	13%
Vision Insurance	7%	0%	7%	7%	13%	13%
Life Insurance	7%	0%	13%	7%	13%	13%
Sick Leave	27%	27%	0%	0%	0%	0%
Vacation	40%	33%	0%	0%	0%	0%
Retirement Plan	20%	13%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

\*Percentage is based on 15 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		<b>X</b>
Moderately Difficult	<b>Insufficient Data</b>	
Not Difficult		

The Job Market for: **Bakers -- Bread & Pastry**  
 Experienced applicants: Insufficient Data  
 Inexperienced applicants: Not Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, and current employee referrals.

**Turnover:** Among employers surveyed, the rate is 30.6% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 210 - 220 (Large)

**Gender:** Employers responding indicate 43% of workers are male, 57% are female.

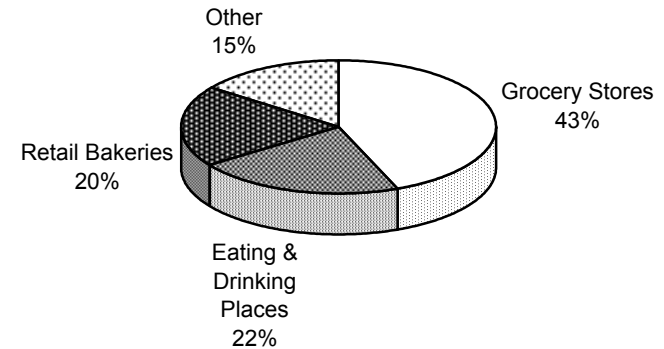
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	10
<u>Separations to 2006:</u>	40
Total Openings:	50

**Growth Trends:** The new job growth rate for this occupation is 4.8%, which is growing slower than the average new job growth rate of 8.7% for all occupations in the county. Many employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION:

**Alternate Job Titles:** Bakery Clerks

**Related DOT Code:** 313.361-010, 313.361-038, 313.381-010, 313.381-018, 313.381-026

**Promotional Opportunities:** May be promoted to bakery manager, supervisor, other management position

**Union/Collective Bargaining:** Yes. Some employers surveyed report their employees are unionized.

**Employer Responses:** 15 employers, representing 54 employees in this occupation, supplied data used in developing the analysis of this occupational profile.



**BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS****SOC 433031**

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings to business transactions recorded by other workers.

**EMPLOYER REQUIREMENTS**

Education and Training: Of those surveyed, all employers report they require at least a high school diploma or equivalent. Some employers indicate they require or prefer vocational or technical training prior to hire. Employers report a range of training between 6 - 24 months, with an average of 16 months.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 60 months of experience as a bookkeeper, accounting or auditing clerk, bank teller, payroll clerk, or other financial clerical experience. Employers report 22 months as the average amount of experience.

Skills and Qualifications:

Able to enter time sheet information  
 Able to compile data for financial reports  
 Able to compute financial data  
 Able to compute taxes  
 Able to detect discrepancies on records or reports  
 Able to maintain balance sheet  
 Able to prepare bank deposits  
 Able to process account invoices  
 Able to reconcile or balance financial records  
 Able to sort books, publications, or other items  
 Able to fill out business or government forms  
 Able to fill out purchase requisitions  
 Able to prepare billing statements, financial reports, and tax reports  
 Able to process payroll documents, records, or checks

**WAGES AND BENEFITS**

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.00 - 10.00	\$9.00
New Hires, W/ Experience	\$8.00 - 13.39	\$10.00
After Three Years W/ Firm	\$11.00 - 15.49	\$13.00

Hours Worked: Almost all Bookkeeping, Accounting, and Auditing Clerks work full-time at an average of 40 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	29%	57%	0%
Dental Insurance	21%	43%	7%
Vision Insurance	29%	14%	0%
Life Insurance	50%	21%	0%
Sick Leave	79%	0%	0%
Vacation	86%	7%	0%
Retirement Plan	21%	50%	7%
Child Care	0%	0%	0%

\*Percentage is based on 15 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		<b>X</b>
Moderately Difficult	<b>X</b>	
Not Difficult		

The Job Market for: **Bookkeeping, Accounting & Auditing Clerks**  
Experienced applicants: Moderately Competitive  
Inexperienced applicants: Not Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, private employment agencies, and in-house promotions or transfers.

**Turnover:** Among employers surveyed, the rate is 57.1% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

**Size of Employment:** 1,390 - 1,400 (Very Large)

**Gender:** Employers responding indicate 15% of workers are male, 85% are female.

### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

New jobs through 2008:	10
<u>Separations to 2008:</u>	180
Total Openings:	190

**Growth Trends:** The new job growth rate for this occupation is 0.7%, which indicates growth remains stable relative to the average growth rate of 7.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next two years. Many anticipate growth over this period.

## WHERE THE JOBS ARE

Personnel Supply Services	9.1%
Local Government	8.2%
Health Services	8.0%
Educational Services	6.7%
Holding & Other Investment Offices	5.0%
Wholesale Trade -- Durable Goods	2.9%
Real Estate	2.8%
Social Services	2.7%
Home Furniture, Furnishings & Equipment Stores	2.1%
Automotive Dealers & Gasoline Service Stations	2.0%
Other	50.5%

## OTHER INFORMATION

**Alternate Job Titles:** Administrative Assistant, Accounting Technician, Financial Services Clerk

**Promotional Opportunities:** May be promoted to full charge bookkeeper, financial services analyst, accounts payable manager

**Union/Collective Bargaining:** Yes, Few employers surveyed report their employees are unionized.

**Employer Responses:** 15 employers, representing 39 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

**CARPENTERS****OES 871020**

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Does not include Cabinetmakers and Bench Carpenters.

**EMPLOYER REQUIREMENTS**

Education and Training: Some employers report they require a high school diploma or equivalent. Of employers surveyed, none indicate a requirement for technical or vocational training prior to hire.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 12 - 60 months of previous experience as a carpenter.

Skills and Qualifications:

Able to provide own hand tools  
 Possession of a reliable vehicle  
 Willing to work with close supervision  
 Able to work independently  
 Possession of a good Department of Motor Vehicles driving record  
 Finish carpentry skills  
 Rough carpentry skills  
 Able to use drafting tools  
 Able to read blueprints  
 Shop math skills  
 Drywall installation and repair skills  
 Cost estimating skills  
 Able to lift at least 50 pounds repeatedly  
 Possession of agility and coordination  
 Able to perform strenuous, physically demanding work  
 Able to read and follow instructions

**WAGES AND BENEFITS**

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 10.96	\$7.60
New Hires, W/ Experience	\$10.00 - 20.00	\$13.70
After Three Years W/ Firm	\$12.00 - 25.00	\$20.00

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Almost all Carpenters work full-time averaging 40 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	27%	20%	0%
Dental Insurance	13%	7%	13%
Vision Insurance	7%	7%	7%
Life Insurance	20%	13%	7%
Sick Leave	13%	0%	0%
Vacation	27%	0%	0%
Retirement Plan	13%	7%	27%
Child Care	0%	0%	0%

\*Percentage is based on 15 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Carpenters**  
Experienced applicants: Not Competitive  
Inexperienced applicants: Not Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, and walk-in applicants.

**Turnover:** Among employers surveyed, the rate is 34.7% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 520 - 580 (Very Large)

**Gender:** Employers responding indicate 98% of workers are male, 2% are female.

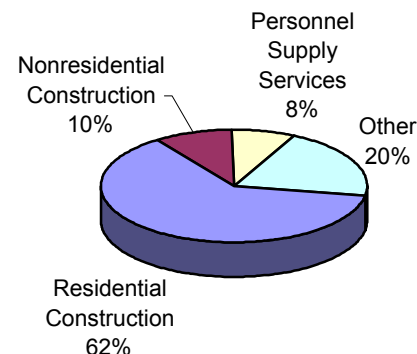
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	60
<u>Separations to 2006:</u>	100
Total Openings:	160

**Growth Trends:** The new job growth rate for this occupation is 11.5%, which is growing faster than the average new job growth rate of 8.7% for all occupations in the county. Many employers project their firm's employment in this occupation to remain stable over the next two years. Many anticipate new growth over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION:

**Alternate Job Titles:** Finished Carpenters

**Related DOT Code:** 860.381-022, 860.381-026, 860.381-042, 860.664-010, 860.681-010, 860.281-010

**Promotional Opportunities:** May be promoted to supervisor, project manager, or superintendent

**Union/Collective Bargaining:** Yes. Few employers surveyed report their employees are unionized.

**Employer Responses:** 15 employers, representing 121 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

**CASHIERS****OES 490230**

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

**EMPLOYER REQUIREMENTS**

Education and Training: Many employers report they require a high school diploma or equivalent. Of employers surveyed, none indicated a requirement or preference for technical or vocational training.

Experience: Some employers report they require or prefer work experience in this occupation. They report hiring applicants with 3 - 12 months of cashiering experience, with an average of 6 months.

Skills and Qualifications:

Record keeping skills  
 Ability to operate a cash register  
 Ability to follow check cashing procedures  
 Cash handling skills  
 Grocery checking skills  
 Ability to stand continuously for 2 or more hours  
 Public contact skills  
 Ability to work independently  
 Ability to work under pressure  
 Willingness to work with close supervision  
 Ability to read and follow instructions  
 Ability to write legibly  
 Basic math skills  
 Oral communication skills

**WAGES AND BENEFITS**

<u>*Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 7.25	\$8.33 - 9.20	\$6.75	\$8.89
New Hires, W/ Experience	\$6.75 - 7.50	\$8.33 - 13.89	\$6.75	\$9.50
After Three Years W/ Firm	\$6.75 - 10.00	\$13.00 - 18.58	\$8.00	\$18.53

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Many Cashiers work part-time averaging 25 hours per week. Many work full-time at an average of 39 hours weekly.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	14%	14%	36%	21%	7%	7%
Dental Insurance	14%	14%	29%	14%	14%	14%
Vision Insurance	14%	14%	21%	7%	14%	14%
Life Insurance	14%	7%	29%	21%	14%	14%
Sick Leave	57%	36%	0%	0%	0%	0%
Vacation	57%	50%	0%	0%	0%	0%
Retirement Plan	29%	29%	29%	21%	0%	0%
Child Care	0%	0%	0%	0%	7%	7%

\*Percentage is based on 15 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	<b>Insufficient Data</b>	
Not Difficult		<b>X</b>

The Job Market for: **Cashiers**  
 Experienced applicants: Insufficient Data  
 Inexperienced applicants: Very Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: walk-in applicants, current employee referrals, in-house promotion or transfer, and newspapers ads.

**Turnover:** Among employers surveyed, the rate is 51.7% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 2190 - 2410 (Very Large)

**Gender:** Employers responding indicate 40% of workers are male, 60% are female.

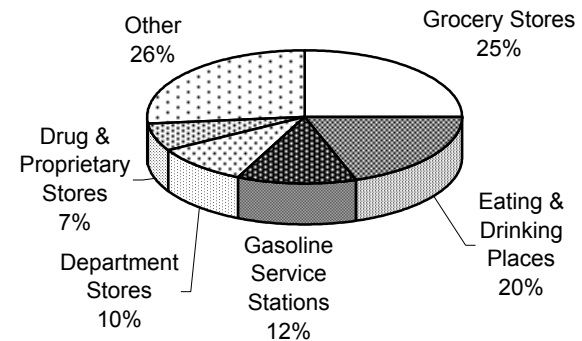
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	220
<u>Separations to 2006:</u>	730
Total Openings:	950

**Growth Trends:** The new job growth rate for this occupation is 10.0%, which is growing faster than the average job growth rate of 8.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Many anticipate growth over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION:

**Alternate Job Titles:** Checker, Food Clerk

**Related DOT Code:** 211.362-010, 211.462-010, 211.462-018, 211.467-010, 211.467-034, 249.467-010, 209.567-014

**Promotional Opportunities:** May be promoted to lead cashier, head checker, crew leader, or management position

**Union/Collective Bargaining:** Yes. Some employers surveyed report their employees are unionized.

**Employer Responses:** 15 employers, representing 238 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

**CHILD CARE WORKERS****SOC 399011**

Attend to children at schools, businesses, private households, and child care institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.

**EMPLOYER REQUIREMENTS**

Education and Training: Almost all employers report they require at least a high school diploma or equivalent. Many employers indicate they require technical or vocational training prior to hire. This is reported as early childhood education training. Employers report a range of training between 3 - 12 months, with an average of 8 months.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 3 - 24 months of experience as a child care worker, or child care-related occupation. Employers report 12 months as the average amount of experience.

Skills and Qualifications:

Able to attend to care for children  
 Able to participate in recreational activities  
 Able to maintain safe environment for children  
 Able to recognize childhood diseases  
 Able to recognize physical or emotional abuse  
 Able to instruct participants in recreational activities  
 Able to teach personal hygiene  
 Able to serve food or beverages  
 Able to lead recreational activities

**WAGES AND BENEFITS**

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 11.48	\$8.00
New Hires, W/ Experience	\$6.75 - 12.00	\$7.70
After Three Years W/ Firm	\$7.15 - 13.00	\$8.75

Hours Worked: Most Child Care Workers work part-time at an average of 23 hours per week. Some work full-time averaging 40 hours weekly.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	44%	0%	22%	20%	0%	0%
Dental Insurance	44%	0%	22%	20%	0%	0%
Vision Insurance	22%	0%	11%	20%	0%	0%
Life Insurance	22%	0%	11%	10%	0%	10%
Sick Leave	67%	50%	0%	0%	0%	0%
Vacation	78%	50%	0%	0%	0%	0%
Retirement Plan	11%	0%	22%	20%	11%	10%
Child Care	11%	10%	11%	20%	0%	0%

\*Percentage is based on 15 employers responding to this particular question.



## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Child Care Workers**  
Experienced applicants: Moderately Competitive  
Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, walk-in applicants, and colleges or universities, and the Internet.

**Turnover:** Among employers surveyed, the rate is 28.6% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

**Size of Employment:** 210 - 240 (Large)

**Gender:** Employers responding indicate 26% of workers are male, 74% are female.

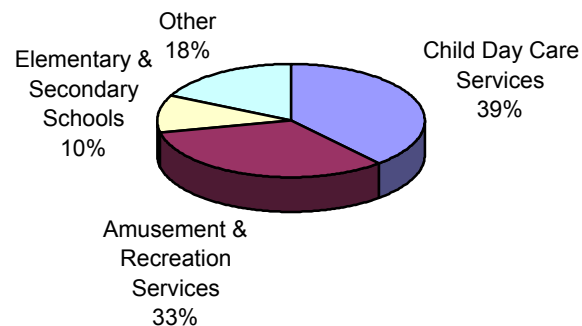
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

New jobs through 2008:	30
<u>Separations to 2008:</u>	60
Total Openings:	90

**Growth Trends:** The new job growth rate for this occupation is 14.3%, which is growing much faster than the average job growth rate of 7.7% for all occupations in the county. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

## WHERE THE JOBS ARE



## OTHER INFORMATION

**Alternate Job Titles:** Child Care Assistants, Day Care Providers, Care Givers

**Promotional Opportunities:** May be promoted to preschool teacher or other teaching position, recreation coordinator, or program director

**Union/Collective Bargaining:** Yes. Few employers surveyed report their employers are unionized.

**Employer Responses:** 15 employers, representing 213 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

**COMBINED FOOD PREPARATION AND SERVICE WORKERS, INCLUDING FAST FOOD****SOC 353021**

Perform duties which combine both food preparation and food service.

**EMPLOYER REQUIREMENTS**

Education and Training: Some employers report they require a high school diploma or equivalent. Of those surveyed, no employer indicates a requirement or preference for technical or vocational training prior to hire.

Experience: Some employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months of experience within the food service industry. Employers report 10 months as the average amount of experience.

Skills and Qualifications:

Able to clean rooms or work areas  
 Able to cook food requiring short preparation time  
 Able to distribute food to waiters or waitresses to serve to customers  
 Able to package goods for shipment or storage  
 Able to perform a variety of food preparation duties other than cooking  
 Able to place food on dishes or trays or in takeout bags  
 Able to prepare appetizers, salads, or cold drinks  
 Able to prepare beverages  
 Able to wash dishes, glassware, or related utensils  
 Able to collect payment  
 Able to provide customer service  
 Able to operate cooking equipment  
 Able to operate food preparation equipment  
 Able to prepare bill or check in restaurant or related food establishment

**WAGES AND BENEFITS**

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 8.75	\$7.50
New Hires, W/ Experience	\$6.75 - 9.00	\$7.50
After Three Years W/ Firm	\$7.50 - 12.00	\$9.00

Hours Worked: Most Combined Food Preparation and Serving Workers work part-time averaging 29 hours per week. Some work full-time at an average of 40 hours weekly.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	20%	18%	50%	18%	0%	0%
Dental Insurance	20%	18%	20%	18%	0%	0%
Vision Insurance	20%	18%	20%	18%	0%	0%
Life Insurance	50%	36%	0%	0%	0%	0%
Sick Leave	30%	27%	0%	0%	0%	0%
Vacation	80%	55%	0%	0%	0%	0%
Retirement Plan	10%	9%	40%	27%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

\*Percentage is based on 15 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	<b>Insufficient Data</b>	<b>X</b>
Not Difficult		

The Job Market for: **Combined Food Prep & Service Workers**  
Experienced applicants: Insufficient Data  
Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: walk-in applicants, current employee referrals, and newspaper ads.

**Turnover:** Among employers surveyed, the rate is 24.2% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

**Size of Employment:** 2,840 - 3,140 (Very Large)

**Gender:** Employers responding indicate 52% of workers are male, 48% are female.

### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

New jobs through 2008:	300
<u>Separations to 2008:</u>	1330
Total Openings:	1630

**Growth Trends:** The new job growth rate for this occupation is 10.6%, which is growing faster than the average new job growth rate of 7.7% for all occupations in the county. Many employers project their firm's employment in this occupation to remain stable over the next two years. Many anticipate growth over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION:

**Alternate Job Titles:** Preparation Cooks, Deli Workers, Food Preparation Workers

**Promotional Opportunities:** May be promoted to line cook, checker, kitchen manager, or other management position

**Union/Collective Bargaining:** Yes. Few employers surveyed report their employees are unionized.

**Employer Responses:** 15 employers, representing 125 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

**COOKS, FAST FOOD****SOC 352011**

Prepare and cook food in a fast food restaurant with a limited menu. Duties of the cooks are limited to preparation of a few basic items and normally involve operating large-volume single-purpose cooking equipment.

**EMPLOYER REQUIREMENTS**

Education and Training: Many employers report they require a high school diploma or equivalent. Of those surveyed, none indicate they require or prefer technical or vocational training prior to hire.

Experience: Some employers report they require or prefer work experience in this occupation. They tend to hire applicants with 3 - 6 months of experience of food service or customer service experience. Employers report 5 months as the average amount of experience.

Skills and Qualifications:

Able to bake breads, rolls, or other baked goods  
 Able to cook food requiring short preparation time  
 Able to cook meals  
 Able to cut, trim, or clean meat, or carcasses  
 Able to knead, shape, cut, or roll food products by hand  
 Able to place food on dishes or trays or in takeout bags  
 Able to prepare beverages  
 Able to prepare specialty foods  
 Able to provide customer service  
 Able to serve food or beverages  
 Able to obtain information from individuals  
 Able to read work order, instructions, formulas, or processing charts  
 Able to receive verbal instructions as to food order  
 Able to operate cooking equipment  
 Able to understand government health or food service regulations

**WAGES AND BENEFITS**

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 7.00	\$6.75
New Hires, W/ Experience	\$6.75 - 8.00	\$6.75
After Three Years W/ Firm	\$6.75 - 10.00	\$8.50

Hours Worked: Most Fast Food Cooks work part-time averaging 25 hours per week. Some work full-time at an average of 40 hours weekly.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	9%	0%	0%	9%	0%	0%
Dental Insurance	0%	0%	9%	9%	0%	0%
Vision Insurance	0%	0%	9%	9%	0%	0%
Life Insurance	9%	9%	0%	0%	0%	0%
Sick Leave	9%	0%	0%	0%	0%	0%
Vacation	36%	18%	0%	0%	0%	0%
Retirement Plan	9%	9%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

\*Percentage is based on 15 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	<b>Insufficient Data</b>	<b>X</b>
Not Difficult		

The Job Market for: **Fast Food Cooks**  
Experienced applicants: Insufficient Data  
Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: walk-in applicants, newspaper ads, and the Employment Development Department.

**Turnover:** Among employers surveyed, the rate is 57.1% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

**Size of Employment:** 220 (Large)

**Gender:** Employers responding indicate 49% of workers are male, 51% are female.

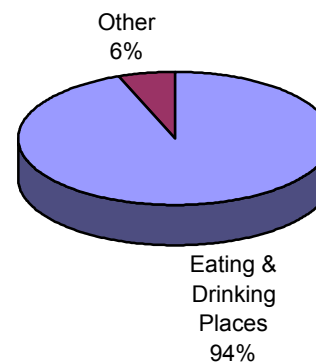
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

New jobs through 2008:	0
<u>Separations to 2008:</u>	50
Total Openings:	50

**Growth Trends:** The new job growth rate for this occupation is 0%, indicating growth remains stable relative to the average growth rate of 7.7% for all occupations in the county. Many employers project their firm's employment in this occupation to remain stable over the next two years. Many anticipate growth over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION:

**Alternate Job Titles:** Crew Person

**Promotional Opportunities:** May be promoted to shift leader, assistant manager, or manager

**Union/Collective Bargaining:** No. Employers responding indicate no unionization in this occupation.

**Employer Responses:** 15 employers, representing 164 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

**COOKS -- RESTAURANT****OES 650260**

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

**EMPLOYER REQUIREMENTS**

Education and Training: Many employers report they require a high school diploma or equivalent. Of those surveyed, no employer indicates a requirement or preference for vocational or technical training prior to hire.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 3 - 24 months experience of cooking experience.

Skills and Qualifications:

Oral communication skills

Basic math skills

Able to read and follow instructions

Able to write legibly and effectively

Able to work independently

Able to work under pressure

Willing to work with close supervision

Sauce making skills

Menu planning skills

Food buying skills

Meat carving skills

Pastry making skills

Food baking skills

Able to pass a pre-employment medical examination

Able to stand continuously for 2 or more hours

**WAGES AND BENEFITS**

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 7.00	\$6.25
New Hires, W/ Experience	\$6.25 - 7.50	\$7.00
After Three Years W/ Firm	\$6.75 - 12.50	\$9.50

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Almost all Restaurant Cooks work full-time averaging 38 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	0%	0%	19%	0%	13%	6%
Dental Insurance	0%	0%	19%	0%	13%	6%
Vision Insurance	0%	0%	13%	0%	13%	6%
Life Insurance	0%	0%	13%	0%	13%	6%
Sick Leave	13%	0%	0%	0%	0%	0%
Vacation	69%	6%	0%	0%	0%	0%
Retirement Plan	19%	6%	6%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

\*Percentage is based on 16 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Cooks -- Restaurant**  
Experienced applicants: Not Competitive  
Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: current employee referrals, walk-in applicants, and newspaper ads.

**Turnover:** Among employers surveyed, the rate is 70.4% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 490 - 540 (Very Large)

**Gender:** Employers responding indicate 82% of workers are male, 18% are female.

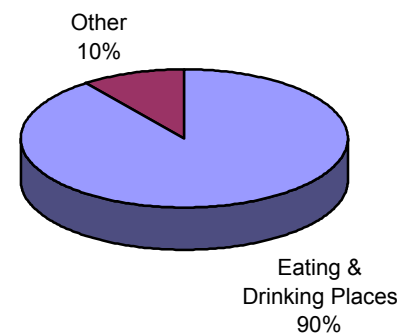
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	50
<u>Separations to 2006:</u>	100
Total Openings:	150

**Growth Trends:** The new job growth rate for this occupation is 10.2%, which is growing faster than the average new job growth rate of 8.7% for all occupations in the county. Many employers project their firm's employment in this occupation to remain stable over the next two years. Many expect growth over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION:

**Alternate Job Titles:** Line Cooks

**Related DOT Code:** 313.281-010, 313.361-014, 313.361-018, 313.361-030, 313.381-022, 315.361-022, 315.381-018

**Promotional Opportunities:** May be promoted to crew chief, swing manager, kitchen manager, assistant manager or manager

**Union/Collective Bargaining:** No. Employers responding indicate no unionization for this occupation.

**Employer Responses:** 16 employers, representing 224 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

**COUNTER AND RENTAL CLERKS****OES 490170**

Counter and Rental Clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.

**EMPLOYER REQUIREMENTS**

Education and Training: Many employers report they require a high school diploma or equivalent. Of those surveyed, few indicate a preference for training prior to hire. Those preferring training report an average of 9 months.

Experience: Some employers report they prefer work experience in this occupation. Those preferring experience prefer tend to hire applicants with 3 - 6 months of prior experience as a counter or rental clerk, with an average of 5 months.

Skills and Qualifications:

Cash handling skills  
 Ability to use a calculator  
 Ability to operate a cash register  
 Ability to stand continuously for 2 or more hours  
 Willingness to work with close supervision  
 Ability to work independently  
 Customer service skills  
 Basic math skills  
 Ability to read and follow instructions  
 Ability to write legibly  
 Oral communication skills

**WAGES AND BENEFITS**

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 7.00	\$6.75
New Hires, W/ Experience	\$6.75 - 7.00	\$6.75
After Three Years W/ Firm	\$6.75 - 9.50	\$7.58

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Most Counter and Rental Clerks work part-time at an average of 20 hours per week. Some work full-time averaging 38 hours weekly.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	13%	0%	7%	7%	0%	7%
Dental Insurance	0%	0%	7%	0%	0%	7%
Vision Insurance	0%	0%	0%	0%	0%	7%
Life Insurance	0%	0%	0%	0%	0%	7%
Sick Leave	20%	0%	0%	0%	0%	0%
Vacation	40%	7%	0%	0%	0%	0%
Retirement Plan	7%	7%	7%	0%	0%	0%
Child Care	7%	7%	0%	0%	0%	0%

\*Percentage is based on 15 employers responding to this particular question.



## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	<b>Insufficient Data</b>	<b>X</b>
Not Difficult		

The Job Market for: **Counter and Rental Clerks**  
 Experienced applicants: Insufficient Data  
 Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: current employee referrals, walk-in applicants, and newspaper ads.

**Turnover:** Among employers surveyed, the rate is 38.8% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 350 - 400 (Large)

**Gender:** Employers responding indicate 41% of workers are male, 59% are female.

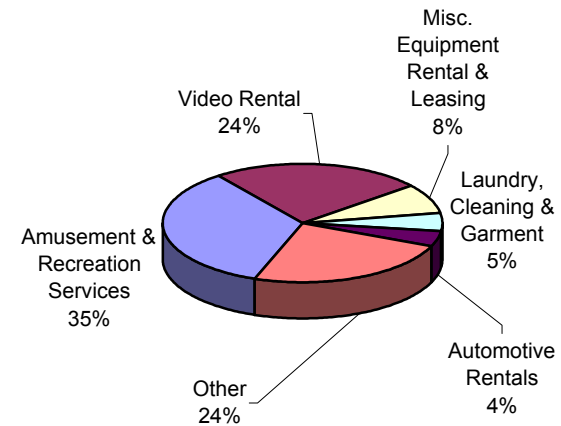
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	50
<u>Separations to 2006:</u>	110
Total Openings:	160

**Growth Trends:** The new job growth rate for this occupation is 14.3%, which is growing much faster than the average new job growth rate of 8.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION:

**Alternate Job Titles:** Counter Person, Customer Service Representative, Counter Clerk, Clerk

**Related DOT Code:** 249.362-010, 249.366-010, 295.357-010, 295.467-022, 295.467-026, 369.677-010, 369.477-014

**Promotional Opportunities:** May be promoted to shift leader, crew leader, manager

**Union/Collective Bargaining:** No. Employers responding indicate no unionization for this occupation.

**Employer Responses:** 15 employers, representing 71 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

**CUSTOMER SERVICE REPRESENTATIVES****NON-OES 553350998**

Customer Service Representatives talk with customers to find solutions to customers' problems. They may work at a professional, or clerical level. Customer Service Representatives at clerical levels deal with complaints about products or billing or receive orders for products or services. Representatives at professional levels most often are employed with companies selling complex products, such as computers. They answer questions and investigate and correct errors. They may train customers in the use of the product or interpret customer need to technical staff.

**EMPLOYER REQUIREMENTS**

Education and Training: Almost all employers report they require a high school diploma or equivalent. Some indicate they require or prefer technical or vocational training prior to hire. This range of training is expressed between 6 - 48 months.

Experience: Most employers report they prefer work experience in this occupation. They tend to hire applicants with 12 - 24 months of experience engaged in customer service, sales, or clerical work.

Skills and Qualifications:

Oral communication skills

Basic math skills

Able to write legibly and effectively

Able to read and follow instructions

Able to pay attention to detail

Willing to work with close supervision

Able to perform routine, repetitive work

Able to work independently

Public contact skills

Able to conduct an audit

Able to use word processing and spreadsheet software

Payroll processing skills

Telephone answering skills

Accounting skills

Bookkeeping skills

**WAGES AND BENEFITS**

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 13.00	\$9.00
New Hires, W/ Experience	\$6.25 - 13.00	\$9.71
After Three Years W/ Firm	\$7.00 - 17.74	\$12.00

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Most Customer Service Representatives work full-time averaging 40 hours per week. Some work part-time at an average of 24 hours weekly.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	27%	0%	73%	20%	0%	0%
Dental Insurance	20%	0%	67%	20%	7%	0%
Vision Insurance	20%	7%	47%	0%	7%	0%
Life Insurance	47%	7%	47%	13%	0%	0%
Sick Leave	93%	27%	0%	0%	0%	0%
Vacation	100%	27%	0%	0%	0%	0%
Retirement Plan	27%	7%	60%	13%	0%	0%
Child Care	0%	0%	0%	0%	13%	0%

\*Percentage is based on 15 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	<b>*N/A</b>	<b>X</b>
Not Difficult		

\*None of the surveyed employers require previous work experience.

The Job Market for: **Customer Service Representatives**

Experienced applicants: \*Not Applicable

Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, walk-in applicants, EDD, and in-house promotion or transfer.

**Turnover:** Among employers surveyed, the rate is 23.2% for employees in this occupation over the past 12 months.

### Size of Occupation and Projections:

EDD OCCUPATIONAL PROJECTIONS UNAVAILABLE FOR NON-OES OCCUPATIONS

### 2002 Employment Trends of Surveyed Employers:

New Permanent Positions Resulting From Growth:	2
Positions Filled Through Promotion:	8
Positions Filled Due to Separation:	21
Temporary Positions:	0
Total Employees Hired in This Occupation Over the Last Year:	31

**Gender:** Employers responding indicate 33% of workers are male, 67% are female.

### Growth Trends:

EDD OCCUPATIONAL PROJECTIONS UNAVAILABLE FOR NON-OES OCCUPATIONS

Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Many expect growth.

## WHERE THE JOBS ARE

The following industries are representative in our survey of this occupation:

Rice Milling  
Newspapers: Publishers, or Publishing & Printing  
Special Industry Machinery, Not Elsewhere Classified  
Computer & Computer Peripheral Equipment & Software  
Groceries & Related Products, Not Elsewhere Classified  
Department Stores  
Auto & Home Supply Stores  
National Commercial Banks  
Fire, Marine, & Casualty Insurance  
Personnel Supply Services

Note: Industrial percentage data is unavailable for non-OES occupations.

## **OTHER INFORMATION:**

**Alternate Job Titles:** Courtesy Desk Clerk, Circulation Clerks, Claims Representative, Member Services Associate

**Related DOT Code:** 205.362-026, 032.262-010, 299.367-010

**Promotional Opportunities:** May be promoted to estimator, cashier, assistant manager, sales manager or office manager

**Union/Collective Bargaining:** Yes. Few employers report their employees are unionized.

**Employer Responses:** 15 employers, representing 127 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

**DENTAL ASSISTANTS****OES 660020**

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

**EMPLOYER REQUIREMENTS**

Education and Training: Almost all employers report they require a high school diploma or equivalent. All employers surveyed report they require or prefer vocational or technical training prior to hire. This range of training is expressed between 6 - 12 months. To be placed as a registered dental assistant, the state requires candidates to graduate from a board-approved dental assistant program or 18 months of on-the-job training as a dental assistant for a California-licensed dentist.

Experience: Of those surveyed, all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months of experience as a dental assistant, front office assistant, or engaged in other health care occupations.

Skills and Qualifications:

Oral communication skills  
 Able to read and follow instructions  
 Able to write legibly and effectively  
 Basic math skills  
 Able to follow oral instructions  
 Good grooming skills  
 Willing to work independently  
 Able to complete and explain insurance forms  
 Able to do ultrasonic scaling  
 Possession of a Radiation Safety Certificate  
 Able to follow billing procedures  
 Knowledge of dental materials  
 Record keeping skills  
 Able to perform or assist with dental procedures

**WAGES AND BENEFITS**

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 10.50	\$9.00
New Hires, W/ Experience	\$7.00 - 13.00	\$10.00
After Three Years W/ Firm	\$9.00 - 15.00	\$12.95

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

\*A few employers report a bonus paid in addition to wages.

Hours Worked: Almost all Dental Assistants work full-time averaging 33 hour per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	26%	26%	9%
Dental Insurance	48%	4%	13%
Vision Insurance	0%	0%	13%
Life Insurance	13%	4%	9%
Sick Leave	61%	0%	13%
Vacation	87%	0%	9%
Retirement Plan	26%	35%	9%
Child Care	4%	4%	9%

\*Percentage is based on 23 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Dental Assistants**  
Experienced applicants: Moderately Competitive  
Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and school or program referrals.

**Turnover:** Among employers surveyed, the rate is 17.5% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 200 - 230 (Large)

**Gender:** Employers responding indicate 0% of workers are male, 100% are female.

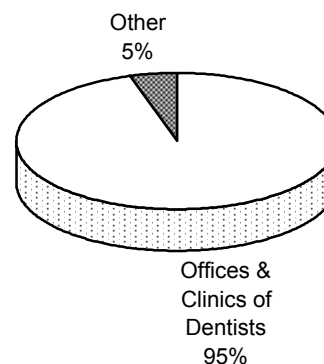
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	30
<u>Separations to 2006:</u>	20
Total Openings:	50

**Growth Trends:** The new job growth rate for this occupation is 15.0%, which is growing much faster than the average new job growth rate of 8.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION:

**Alternate Job Titles:** Registered Dental Assistants

**Related DOT Code:** 079.361-018

**Promotional Opportunities:** May be promoted to front desk receptionist or office manager

**Union/Collective Bargaining:** No. Employers responding indicate no unionization for this occupation.

**Employer Responses:** 23 employers, representing 59 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

**DENTAL HYGIENISTS****OES 329080**

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

**EMPLOYER REQUIREMENTS**

Education and Training: Almost all employers report they require at least an associate's degree. Additionally, it is required by the State of California that candidates for hire graduate from a board-approved dental hygiene program. Among those surveyed, all employers report a range of training between 24 - 48 months, with an average of 26 months.

Experience: Most employers report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 36 months of experience as a dental hygienist, with an average of 15 months.

Skills and Qualifications:

Knowledge of anesthesiology  
Record keeping skills  
Ability to write effectively and legibly  
Ability to follow laboratory procedures  
Ability to perform or assist with dental procedures  
Possession of a Radiation Safety Certificate  
Supervisory skills  
Understanding of good diet and nutrition  
Willingness to work with close supervision  
Public contact skills  
Basic math skills  
Ability to read and follow instructions  
Oral communication skills

**WAGES AND BENEFITS**

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$27.00 - 50.00	\$37.50
New Hires, W/ Experience	\$25.00 - 43.75	\$37.50
After Three Years W/ Firm	\$27.50 - 50.00	\$38.00

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Almost all Dental Hygienists work part-time averaging 17 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	0%	9%	5%	14%	0%	14%
Dental Insurance	9%	32%	5%	5%	0%	5%
Vision Insurance	0%	5%	0%	0%	0%	5%
Life Insurance	0%	5%	0%	0%	0%	5%
Sick Leave	14%	18%	0%	0%	0%	5%
Vacation	18%	32%	0%	5%	0%	0%
Retirement Plan	5%	14%	5%	18%	5%	9%
Child Care	0%	9%	0%	0%	5%	5%

\*Percentage is based on 22 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Dental Hygienists**  
Experienced applicants: Not Competitive  
Inexperienced applicants: Not Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and private employment agencies.

**Turnover:** Among employers surveyed, the rate is 14.6% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 180 - 200 (Medium)

**Gender:** Employers responding indicate 4% of workers are male, 96% are female.

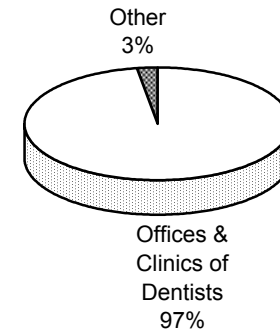
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	20
<u>Separations to 2006:</u>	30
Total Openings:	50

**Growth Trends:** The new job growth rate for this occupation is 11.1%, which is growing faster than the average job growth rate of 8.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION:

**Alternate Job Titles:** Registered Dental Hygienists

**Related DOT Code:** 078.361-010

**Promotional Opportunities:** Employers report no promotional opportunities for this occupation.

**Employer Responses:** 22 employers, representing 52 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

**Union/Collective Bargaining:** No. Employers responding indicate no unionization for this occupation.

**DRIVER / SALES WORKERS****OES 971170**

Driver/Sales Workers drive trucks or other vehicles over established routes to deliver and sell goods, such as food products; to collect and deliver items, such as laundry; or to collect coins, and to refill and service vending machines. Includes newspaper delivery drivers.

**EMPLOYER REQUIREMENTS**

Education and Training: Almost all employers report they require a high school diploma or equivalent. Some indicate they require or prefer one month of technical or vocational training prior to hire.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 3 - 24 months of experience as a driver/sales worker.

Skills and Qualifications:

Possession of a valid Class B driver's license  
 Possession of a valid Class A driver's license  
 Knowledge of local streets  
 Map reading skills  
 Understanding of inventory techniques  
 Cash handling skills  
 Record keeping skills  
 Business math skills  
 Able to read invoices  
 Able to pass a pre-employment medical examination  
 Able to lift at least 50 pounds repeatedly  
 Able to read and follow instructions  
 Able to write legibly  
 Oral communication skills  
 Good grooming skills  
 Able to work independently  
 Customer service skills

**WAGES AND BENEFITS**

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.25 - 12.50	\$9.50
New Hires, W/ Experience	\$7.00 - 12.50	\$10.00
After Three Years W/ Firm	\$8.50 - 17.26	\$12.50

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

\*A few employers report that employees earn commission in addition to these wages.

Hours Worked: Almost all Driver/Sales Workers work full-time at an average of 45 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	47%	40%	0%
Dental Insurance	47%	33%	0%
Vision Insurance	27%	27%	7%
Life Insurance	40%	20%	7%
Sick Leave	67%	0%	0%
Vacation	87%	0%	0%
Retirement Plan	53%	13%	7%
Child Care	0%	0%	0%

\*Percentage is based on 15 employers responding to this particular question.



## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Driver/Sales Workers**  
 Experienced applicants: Moderately Competitive  
 Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and private employment agencies.

**Turnover:** Among employers surveyed, the rate is 41.8% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 140 (Medium)

**Gender:** Employers responding indicate 100% of workers are male, 0% are female.

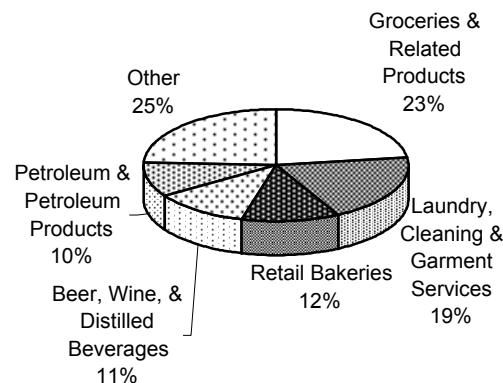
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	0
<u>Separations to 2006:</u>	20
Total Openings:	20

**Growth Trends:** The new job growth rate for this occupation is 0%, indicating growth remains stable relative to the average growth rate of 8.7% for all occupations in the county. Many employers project their firm's employment in this occupation to grow over the next two years. Some anticipate growth will remain stable over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION:

**Alternate Job Titles:** Delivery Driver, Route Sales Representative

**Related DOT Code:** 292.353-010, 292.363-010, 292.463-010, 292.483-010, 292.667-010

**Promotional Opportunities:** May be promoted to sales representative, receiving clerk, purchaser, route supervisor, warehouse supervisor, sales manager

**Union/Collective Bargaining:** Yes. Few employers surveyed report their employees are unionized.

**Employer Responses:** 15 employers, representing 75 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

**ELECTRICIANS****SOC 472111**

Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems.

**EMPLOYER REQUIREMENTS**

Education and Training: Most employers report they require a high school diploma or equivalent. Most indicate they require or prefer technical or vocational training prior to hire. Employers report a range of training between 12 - 60 months, with a range of 25 months.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 60 months of electrical or construction-related experience. Employers report 18 months as the average amount of experience.

Skills and Qualifications:

Able to bend tubing or conduit

Able to analyze operation of malfunctioning electrical or electronic equipment

Able to construct or fabricate electrical parts or fixtures

Able to install electronic power, communication, control, or security equipment or systems

Able to install lead-in wires to control boxes and other components

Able to install or replace meters, regulators, or related measuring or control devices

Able to install/connect electrical equipment to power circuit

Able to maintain electrician's tools or equipment

Able to repair electronic components, equipment, or systems

Able to splice electric cable

Able to test electrical/electronic wiring, equipment, systems or fixtures

Able to read blueprints

Able to lay out electrical wiring for buildings

**WAGES AND BENEFITS**

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Insufficient Data	N/A
New Hires, W/ Experience	\$9.00 - 29.67	\$14.00
After Three Years W/ Firm	\$13.25 - 29.67	\$18.00

Hours Worked: Almost all Electricians work full-time averaging 40 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	40%	40%	0%
Dental Insurance	40%	13%	20%
Vision Insurance	33%	20%	7%
Life Insurance	27%	13%	0%
Sick Leave	33%	7%	0%
Vacation	100%	0%	0%
Retirement Plan	20%	33%	20%
Child Care	0%	0%	0%

\*Percentage is based on 115 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		
Not Difficult		X

The Job Market for: **Electricians**  
 Experienced applicants: Not Competitive  
 Inexperienced applicants: Very Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, employee referrals, in-house promotion or transfer, and walk-in applicants.

**Turnover:** Among employers surveyed, the rate is 16.1% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

**Size of Employment:** 160 - 190 (Medium)

**Gender:** Employers responding indicate 96% of workers are male, 4% are female.

### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

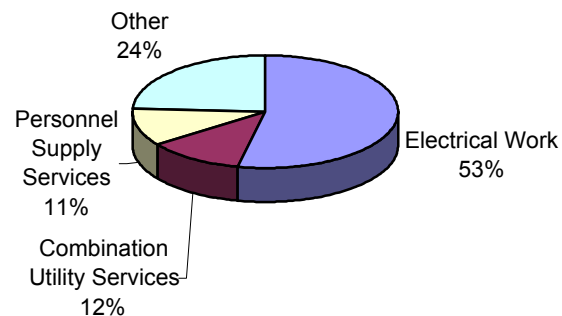
New jobs through 2008: 30

Separations to 2008: 20

Total Openings: 50

**Growth Trends:** The new job growth rate for this occupation is 18.8%, which is growing much faster than the average new job growth rate of 7.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next two years.

## WHERE THE JOBS ARE



## OTHER INFORMATION

**Alternate Job Titles:** Electrical Technician, Electrical Laborers, Maintenance Electricians

**Promotional Opportunities:** May be promoted to supervisory or management position

**Union/Collective Bargaining:** Yes, Some employers report their employees are unionized.

**Employer Responses:** 15 employers, representing 110 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

**FINANCIAL MANAGERS****OES 130020**

Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. Includes managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

**EMPLOYER REQUIREMENTS**

Education and Training: Almost all employers report they require at least an associate's degree. Most indicate they require a bachelor's degree. Some report they require technical or vocational training prior to hire. Employers indicate this is generally sought as training in banking operations, financial education, or accounting. The range of training expressed is between 24 - 48 months.

Experience: Of those surveyed, all employers report they require work experience in this occupation. They tend to hire applicants with 24 - 60 months of experience as a financial manager or accountant.

Skills and Qualifications:

Able to use logic and analysis to identify the strengths and weaknesses of different approaches  
 Able to weigh the relative costs and benefits of a potential action  
 Able to understand written sentences and paragraphs in work documents  
 Able to adjust actions in relation to others' actions  
 Able to know how to find information and identify essential information  
 Able to determine how money will be spent to get the work done, and account for these expenditures  
 Able to communicate effectively with others in writing as indicated by the needs of the audience  
 Able to talk to others to effectively convey information  
 Able to identify the nature of problems  
 Able to look at many indicators of system performance, taking into account their accuracy  
 Able to use mathematics to solve problems  
 Word processing, spreadsheet, and database skills

**WAGES AND BENEFITS**

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	**N/A	**N/A
New Hires, W/ Experience	\$9.00 - 31.16	\$16.78
After Three Years W/ Firm	\$11.00 - 34.23	\$23.44

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

\*\*All surveyed employers require previous work experience.

Hours Worked: Of those surveyed, all Financial Managers work full-time averaging 41 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	67%	33%	0%
Dental Insurance	53%	13%	7%
Vision Insurance	60%	20%	0%
Life Insurance	80%	7%	0%
Sick Leave	87%	7%	0%
Vacation	100%	0%	0%
Retirement Plan	33%	53%	7%
Child Care	0%	0%	7%

\*Percentage is based on 15 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	*N/A
Not Difficult		

\*All surveyed employers require previous work experience.

The Job Market for: **Financial Managers**  
Experienced applicants: Moderately Competitive  
Inexperienced applicants: \*Not Applicable

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, private employment agencies, and trade journals.

**Turnover:** Among employers surveyed, the rate is 10.5% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 360 - 420 (Large)

**Gender:** Employers responding indicate 53% of workers are male, 47% are female.

### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	60
<u>Separations to 2006:</u>	40
Total Openings:	100

**Growth Trends:** The new job growth rate for this occupation is 16.7%, which is growing much faster than the average new job growth rate of 8.7% for all occupations in the county. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

## WHERE THE JOBS ARE

Depository Institutions	10.3%
Accounting, Auditing, & Bookkeeping	10.3%
Nonresidential Building Construction	9.1%
Trusts	7.9%
Civic & Social Associations	6.5%
Health Services	4.1%
Social Services	3.3%
Local Government, Except Hospitals & Education	3.4%
Industrial & Commercial Machinery & Computer Equi	2.7%
Preserved Fruits & Vegetables	2.4%
Fabricated Metal Products	2.4%
Personal Credit Institutions	2.2%
Other	35.4%

## OTHER INFORMATION:

**Alternate Job Titles:** Controller, Business Manager, Branch Manager, Director of Finance, Fiscal Officer

**Related DOT Code:** 160.167-058, 161.117-018, 169.167-086, 186.117-070, 186.117-078, 186.167-086

**Promotional Opportunities:** May be promoted to controller, president, or other high profile branch managing position

**Union/Collective Bargaining:** Yes. Few employers surveyed report their employees are unionized.

**Employer Responses:** 15 employers, representing 19 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

## FIRST LINE SUPERVISORS AND MANAGER/SUPERVISORS -- CLERICAL AND ADMINISTRATIVE SUPPORT OCCUPATIONS OES 510020

First Line Clerical and Administrative Support Manager/Supervisors directly supervise and coordinate activities of clerical and administrative support workers. They are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same clerical work as the workers they supervise.

### EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require at least an associate's degree. Some indicate they require a bachelor's degree. Many report they require technical or vocational training prior to hire. Employers express seeking the following sources of training: lending classes, loan processing, financial education, marketing, and accounting. This range of training is expressed between 1 - 48 months.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 12 - 60 months of prior supervising/managing experience.

#### Skills and Qualifications:

Oral communication skills  
Able to write legibly and effectively  
Able to read and follow instructions  
Basic math skills  
Willing to work with close supervision  
Customer service skills  
Able to pay attention to detail  
Able to work independently  
Problem solving skills  
Record keeping skills  
Supervisory skills  
Able to plan and organize the work of others  
Able to manage an activity or department  
Office management skills  
Able to hire and assign personnel  
Spreadsheet, word processing, and database skills

### WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.33 - 21.58	\$13.96
New Hires, W/ Experience	\$6.44 - 24.31	\$14.38
After Three Years W/ Firm	\$9.21 - 32.77	\$17.26

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

\*Few firms report paying bonus or commission in addition to wages.

Hours Worked: Of those surveyed, all First Line Clerical and Administrative Support Manager/Supervisors work full-time averaging 41 hours per week.

#### Benefits (% of Employers\* Offering Benefits):

	<u>Employer Paid</u>	<u>Shared Cost</u>	<u>Employee Pays All</u>
Medical Insurance	33%	53%	7%
Dental Insurance	13%	40%	13%
Vision Insurance	20%	33%	7%
Life Insurance	53%	20%	0%
Sick Leave	93%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	33%	60%	0%
Child Care	0%	0%	13%

\*Percentage is based on 15 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **First Line Sups/Mgrs--Clerical/Admin Support**  
Experienced applicants: Not Competitive  
Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and in-house promotion or transfer.

**Turnover:** Among employers surveyed, the rate is 31.6% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 920 - 1,040 (Very Large)

**Gender:** Employers responding indicate 38% of workers are male, 62% are female.

### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	120
<u>Separations to 2006:</u>	150
Total Openings:	270

**Growth Trends:** The new job growth rate for this occupation is 13.0%, which is growing faster than the average new job growth rate of 8.7% for all occupations in the county. Almost all employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

## WHERE THE JOBS ARE

Real Estate	21.4%
Health Services	10.6%
Business Services	8.7%
Depository Institutions	7.4%
State & Local Government	4.9%
Preserved Fruits & Vegetables	4.2%
Educational Services	4.1%
Civic & Social Associations	4.0%
Motor Freight Transportation & Warehousing	2.6%
Department Stores	1.9%
Eating & Drinking Places	1.6%
Heavy Construction, Except Highway	1.4%
Other	27.2%

## OTHER INFORMATION:

**Alternate Job Titles:** Office Manager, Administrative Assistant, Assistant Manager, Operations Manager

**Related DOT Code:** 168.167-058, 209.132-010, 211.137-010, 215.137-014, 216.132-010, 222.137-030, 248.137-018

**Promotional Opportunities:** May be promoted to regional and branch manager, divisional assistant, or director

**Union/Collective Bargaining:** No. Employers responding indicate no unionization for this occupation.

**Employer Responses:** 15 employers, representing 21 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

## FIRST LINE SUPERVISORS AND MANAGER/SUPERVISORS -- SALES AND RELATED OCCUPATIONS OES 410020

First Line Supervisors and Managers in Sales and Related Occupations directly supervise and coordinate activities of marketing, sales, and related workers. Working proprietors, in addition to their supervisory duties, may perform management functions, such as budgeting, accounting, marketing, and personnel work.

### EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require at least a high school diploma or equivalent. Some indicate they require or prefer technical or vocational training prior to hire. Employers report a range of training between 3 - 12 months, with an average of 9 months.

Experience: Almost all employers report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 60 months of prior supervising/managing or proven retail experience. Employers indicate 23 months as the average amount of experience.

#### Skills and Qualifications:

Ability to apply sales techniques  
 Problem solving skills  
 Ability to write effectively and legibly  
 Verbal presentation skills  
 Ability to hire and assign personnel  
 Record keeping skills  
 Report writing skills  
 Ability to plan and organize the work of others  
 Ability to manage an activity or department  
 Business math skills  
 Bookkeeping skills  
 Public contact skills / Customer service skills  
 Ability to work independently  
 Ability to work under pressure  
 Ability to read and follow instructions

### WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.25 - 17.26	\$9.80
New Hires, W/ Experience	\$7.00 - 17.74	\$14.00
After Three Years W/ Firm	\$9.59 - 23.01	\$15.77

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Among those surveyed, all First Line Supervisors and Managers/Supervisors for Sales and Related occupations work full-time averaging 43 hours per week.

#### Benefits (% of Employers\* Offering Benefits):

	<u>Employer Paid</u>	<u>Shared Cost</u>	<u>Employee Pays All</u>
Medical Insurance	20%	73%	7%
Dental Insurance	13%	53%	13%
Vision Insurance	13%	40%	20%
Life Insurance	47%	27%	7%
Sick Leave	80%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	27%	47%	7%
Child Care	7%	7%	7%

\*Percentage is based on 15 employers responding to this particular question.



## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **First Line Sups/Mgrs--Sales and Related**  
Experienced applicants: Moderately Competitive  
Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: in-house promotion or transfer, employee referrals, newspaper ads, walk-in applicants, and the Internet.

**Turnover:** Among employers surveyed, the rate is 15.2% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 980 - 1100 (Very Large)

**Gender:** Employers responding indicate 69% of workers are male, 31% are female.

### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	120
<u>Separations to 2006:</u>	90
Total Openings:	210

**Growth Trends:** The new job growth rate for this occupation is 12.2%, which is growing faster than the average job growth rate of 8.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

## WHERE THE JOBS ARE

Food Stores	13.7%
Miscellaneous Retail	11.6%
Automotive Dealers & Gasoline Service Stations	9.8%
Department Stores	7.3%
Video Tape Rental	5.2%
Life Insurance	4.7%
Lumber & Other Building Materials	4.4%
Apparel and Accessory Stores	3.9%
Real Estate Agents & Managers	3.6%
Radio, Television, & Computer Stores	3.5%
Miscellaneous Amusement, Recreation Services	3.2%
Other	29.1%

## OTHER INFORMATION:

**Alternate Job Titles:** Assistant Manager, Office Manager, Sales Manager, Department Manager

**Related DOT Code:** 185.167-018, 185.167-022, 185.167-046, 187.167-138, 299.137-010, 185.167-070

**Promotional Opportunities:** May be promoted to general manager, store manager, regional or district manager

**Employer Responses:** 15 employers, representing 52 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

**Union/Collective Bargaining:** No. Employers responding indicate no unionization for this occupation.

**FOOD PREPARATION WORKERS****OES 650380**

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

**EMPLOYER REQUIREMENTS**

Education and Training: Most employers report they require a high school diploma or equivalent. Of employers surveyed, none indicated a requirement or preference for vocational or technical training.

Experience: Many employers report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 24 months of food preparation or other food service experience. Employers report 9 months as the average amount of experience.

Skills and Qualifications:

Sandwich making skills  
 Ability to operate a cash register  
 Salad making skills  
 Certified as a food handler  
 Knowledge of sanitary work environment  
 Ability to handle multiple food orders in a timely fashion  
 Ability to lift at least 30 pounds repeatedly  
 Ability to work rapidly  
 Ability to stand continuously for 2 or more hours  
 Ability to pass a pre-employment medical examination  
 Willingness to work with close supervision  
 Ability to work under pressure  
 Ability to work independently  
 High standards of personal cleanliness  
 Public contact skills/Oral communication skills  
 Basic math skills

**\*WAGES AND BENEFITS**

<u>Wages:</u>	Non-Union Range	Union Range	Non-Union Median	Union Median
New Hires, No Experience	\$6.75 - 7.50	\$7.85 - 10.20	\$6.75	\$8.49
New Hires, W/ Experience	\$6.75 - 7.50	\$8.33 - 10.25	\$7.13	\$9.00
After Three Years W/ Firm	\$7.50 - 10.53	\$8.49 - 13.25	\$8.63	\$11.72

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Most Food Preparation Workers work part-time at an average of 24 hours per week. Some work full-time averaging 38 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	40%	20%	20%	20%	7%	0%
Dental Insurance	33%	20%	13%	20%	7%	0%
Vision Insurance	33%	20%	13%	20%	7%	0%
Life Insurance	7%	7%	7%	7%	13%	7%
Sick Leave	53%	40%	0%	0%	0%	0%
Vacation	60%	47%	0%	0%	0%	0%
Retirement Plan	33%	20%	20%	20%	7%	0%
Child Care	0%	0%	0%	0%	0%	0%

\*Percentage is based on 15 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Food Preparation Workers**  
 Experienced applicants: Moderately Competitive  
 Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, and in-house promotion or transfer.

**Turnover:** Among employers surveyed, the rate is 52.7% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 590 - 610 (Very Large)

**Gender:** Employers responding indicate 43% of workers are male, 57% are female.

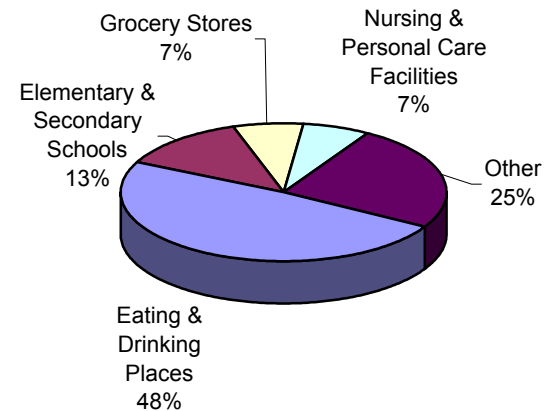
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	20
<u>Separations to 2006:</u>	230
Total Openings:	250

**Growth Trends:** The new job growth rate for this occupation is 3.4%, which is growing slower than the average new job growth rate of 8.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION:

**Alternate Job Titles:** Deli Clerks, Food Assistants

**Related DOT Code:** 313.361-014, 319.677-014

**Promotional Opportunities:** May be promoted to cook, head cook, or management position

**Union/Collective Bargaining:** Yes. Many employers surveyed report their employees are unionized.

**Employer Responses:** 15 employers, representing 197 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

**GENERAL OFFICE CLERKS****OES 553470**

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Does not include workers whose duties are narrowly defined.

**EMPLOYER REQUIREMENTS**

Education and Training: Almost all employers report they require a high school diploma or equivalent. Some indicate they require or prefer technical or vocational training prior to hire. Employers report a range of training between 6 - 12 months, with an average of 9 months.

Experience: Most employers report they require or prefer work experience in this occupation. They report hiring applicants with with 6 - 24 months of experience as a general office clerk, receptionist, customer service representatives, or other office-related experience. Employers report 13 months as the average amount of experience.

Skills and Qualifications:

Ability to write effectively and legibly  
 Record keeping skills  
 Ability to type at least 45 words per minute  
 Telephone answering skills  
 Alphabetic and numeric filing skills  
 English grammar, spelling, and punctuation skills  
 Ability to perform routine, repetitive work  
 Willingness to work with close supervision  
 Public contact skills / Oral communication skills  
 Ability to work independently  
 Basic math skills  
 Ability to read and follow instructions

**WAGES AND BENEFITS**

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 9.64	\$7.38
New Hires, W/ Experience	\$6.75 - 10.62	\$7.50
After Three Years W/ Firm	\$7.65 - 12.63	\$9.50

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Most General Office Clerks work full-time averaging 39 hours per week. Some work part-time averaging 23 hours weekly.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	53%	0%	27%	7%	0%	0%
Dental Insurance	40%	0%	13%	0%	13%	0%
Vision Insurance	27%	0%	7%	0%	7%	0%
Life Insurance	53%	0%	0%	0%	0%	0%
Sick Leave	53%	7%	0%	0%	0%	0%
Vacation	80%	13%	0%	0%	0%	0%
Retirement Plan	40%	0%	27%	0%	7%	0%
Child Care	0%	0%	0%	0%	7%	0%

\*Percentage is based on 15 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **General Office Clerks**  
Experienced applicants: Moderately Competitive  
Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, employee referrals, walk-in applicants, and the Internet.

**Turnover:** Among employers surveyed, the rate is 43.8% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 2140 - 2320 (Very Large)

**Gender:** Employers responding indicate 2% of workers are male, 98% are female.

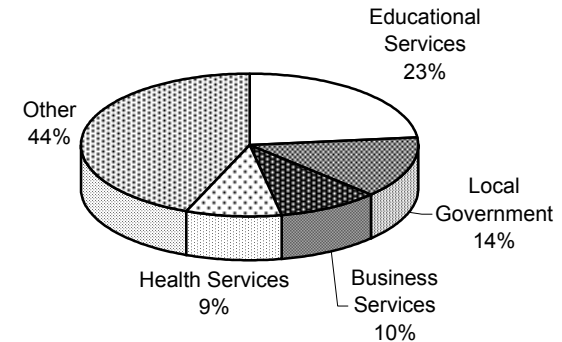
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	180
<u>Separations to 2006:</u>	440
Total Openings:	620

**Growth Trends:** The new job growth rate for this occupation is 8.4%, which is growing at an average rate. The average job growth rate is 8.7% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION:

**Alternate Job Titles:** Administrative Assistant, Receptionist, Clerk, Administrative Support Assistant, Office Assistant

**Related DOT Code:** 209.562-010, 219.362-010, 245.362-014

**Promotional Opportunities:** May be promoted to sales, office manager, or various office positions

**Employer Responses:** 15 employers, representing 51 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

**Union/Collective Bargaining:** Yes. Few employers surveyed report their employees are unionized.

**GUARDS AND WATCH GUARDS****OES 630470**

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

**EMPLOYER REQUIREMENTS**

Education and Training: Almost all employers report they require a high school diploma or equivalent. Many indicate they require or prefer technical or vocational training prior to hire. The following have been indicated: certification by a valid Peace Officer Standards and Training (POST) basic academy, and military training. Employers report a range of training between 1 - 12 months, with an average of 7 months.

Experience: Most employers report they require or prefer work experience in this occupation. They report hiring applicants with 3 - 24 months of military, police, or other security background. Employers report 11 months as the average amount of experience.

Skills and Qualifications:

Ability to operate video surveillance equipment  
 Ability to write effectively and legibly  
 Licensed to carry firearms  
 Possession of a valid driver's license  
 Ability to follow security protection procedures  
 Ability to use a baton  
 Ability to administer emergency first aid  
 Security Guard Registration (Guard Card)  
 Public contact skills / Oral communication skills  
 Possession of a clean police record  
 Willingness to work with close supervision  
 Ability to read and follow instructions

**WAGES AND BENEFITS**

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 8.63	\$7.20
New Hires, W/ Experience	\$6.75 - 11.00	\$8.00
After Three Years W/ Firm	\$6.75 - 14.85	\$10.50

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Many Guards and Watch Guards work part-time at an average of 18 hour per week. Many work full-time averaging 40 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	13%	6%	31%	13%	0%	0%
Dental Insurance	6%	6%	31%	13%	6%	0%
Vision Insurance	6%	6%	25%	6%	13%	0%
Life Insurance	31%	19%	6%	0%	6%	0%
Sick Leave	44%	25%	0%	0%	0%	0%
Vacation	50%	31%	0%	0%	0%	0%
Retirement Plan	31%	13%	6%	6%	6%	0%
Child Care	0%	0%	6%	6%	13%	6%

\*Percentage is based on 16 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	<b>Insufficient Data</b>	<b>X</b>
Not Difficult		

The Job Market for: **Guards and Watch Guards**  
 Experienced applicants: Insufficient Data  
 Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, and in-house promotion or transfers.

**Turnover:** Among employers surveyed, the rate is 61.0% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 380 - 410 (Large)

**Gender:** Employers responding indicate 88% of workers are male, 12% are female.

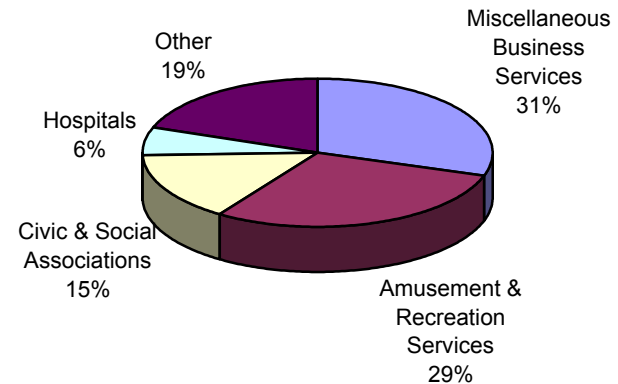
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	30
<u>Separations to 2006:</u>	70
Total Openings:	100

**Growth Trends:** The new job growth rate for this occupation is 7.9%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 8.7%. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION:

**Alternate Job Titles:** Security Guards, Loss Prevention Officer, Asset Protection, Door Host

**Related DOT Code:** 372.563-010, 372.667-030, 372.567-010

**Promotional Opportunities:** May be promoted from sergeant to lieutenant; promoted to asset protection leader, or barback

**Union/Collective Bargaining:** Yes. Few employers responding indicate their employees are unionized.

**Employer Responses:** 16 employers, representing 189 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

**HAND PACKERS AND PACKAGERS****OES 989020**

Hand Packers and Packagers pack or package by hand a wide variety of products and materials. Does not include workers whose jobs require more than minimum training.

**EMPLOYER REQUIREMENTS**

Education and Training: Many employers report they require a high school diploma or equivalent. Of those surveyed, no employer indicates a need for training prior to hire.

Experience: Some employers report they prefer work experience in in this occupation. Employers with this preference tend to hire applicants with 6 months prior experience as a hand packer or packager.

Skills and Qualifications:

Basic math skills  
 Oral communication skills  
 Able to write legibly  
 Able to read and follow instructions  
 Willing to work with close supervision  
 Able to work independently  
 Able to lift at least 50 pounds repeatedly  
 Good eye-hand coordination  
 Able to stand continuously for 2 or more hours  
 Able to sit continuously for 2 or more hours

**WAGES AND BENEFITS**

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 9.12	\$7.13
New Hires, W/ Experience	\$6.25 - 9.50	\$7.25
After Three Years W/ Firm	\$6.75 - 12.00	\$9.25

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Many Hand Packers and Packagers work seasonally averaging 39 hours per week. Many work full-time at an average of 40 hours weekly.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	25%	38%	0%
Dental Insurance	19%	31%	0%
Vision Insurance	6%	19%	6%
Life Insurance	38%	6%	0%
Sick Leave	50%	0%	0%
Vacation	63%	0%	0%
Retirement Plan	6%	50%	0%
Child Care	0%	6%	0%

\*Percentage is based on 16 employers responding to this particular question.



## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	<b>*N/A</b>	
Not Difficult		<b>X</b>

\*None of the surveyed employers required previous work experience.

The Job Market for: **Hand Packers and Packagers**

Experienced applicants: \*Not Applicable

Inexperienced applicants: Very Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: current employee referrals, walk-in applicants, newspaper ads, and private employment agencies.

**Turnover:** Among employers surveyed, the rate is 7.0% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 440 - 490 (Large/Very Large)

**Gender:** Employers responding indicate 43% of workers are male, 57% are female.

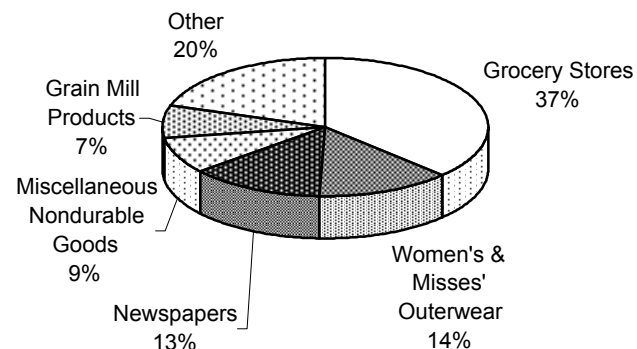
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	50
<u>Separations to 2006:</u>	80
Total Openings:	130

**Growth Trends:** The new job growth rate for this occupation is 11.4%, which is growing faster than the average new job growth rate of 8.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next two years.

## WHERE THE JOBS ARE



## OTHER INFORMATION:

**Alternate Job Titles:** Assembling Packagers, Warehouse Workers, Bundlers, Customer Service Clerk, Grader

**Related DOT Code:** 529.687-022, 753.687-038, 784.687-042, 920.587-018, 920.687-122, 920.687-146, 929.684-010

**Promotional Opportunities:** May be promoted to machine operator, driver, pack supervisor, salesperson, or manager

**Union/Collective Bargaining:** No. Employers responding indicate no unionization for this occupation.

**Employer Responses:** 16 employers, representing 203 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

**HOME HEALTH AIDES****OES 660110**

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. Does not include Nursing Aides and Homemakers.

**EMPLOYER REQUIREMENTS**

Education and Training: Many employers report they require a high school diploma or equivalent. Some indicate they require 2 - 3 months of technical or vocational training prior to hire. To become licensed as a Certified Home Health Aide, 65 hours of supervised clinical training and 55 hours of classroom training or 40 hours of supervised clinical training if applicant is a certified nurse assistant. Applicant for licensing must undergo a criminal background check.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months experience as a home health aide.

Skills and Qualifications:

Able to apply transferring techniques moving patients  
 Able to write effectively and legibly  
 Possession of a valid driver's license  
 Certificated to perform cardio pulmonary resuscitation (CPR)  
 Possession of an Home Health Aide Certificate  
 Possession of a Certified Nurse Assistant qualification  
 Able to prepare meals  
 Able to pass a pre-employment medical examination  
 Basic math skills  
 Oral communication skills  
 Able to read and follow instructions  
 Willing to work with close supervision  
 Able to work independently  
 Possession of a reliable vehicle

**WAGES AND BENEFITS**

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 8.57	\$6.63
New Hires, W/ Experience	\$6.25 - 9.00	\$7.11
After Three Years W/ Firm	\$6.25 - 12.08	\$8.70

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Most Home Health Aides work part-time at an average of 26 hours per week. Some work full-time averaging 39 hours weekly.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	25%	6%	25%	13%	0%	0%
Dental Insurance	25%	0%	13%	13%	6%	0%
Vision Insurance	19%	0%	6%	13%	0%	0%
Life Insurance	31%	6%	0%	6%	0%	0%
Sick Leave	69%	19%	0%	0%	0%	0%
Vacation	63%	13%	0%	0%	0%	0%
Retirement Plan	25%	6%	6%	6%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

\*Percentage is based on 16 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Home Health Aides**  
Experienced applicants: Not Competitive  
Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, walk-in applicants, and colleges and universities.

**Turnover:** Among employers surveyed, the rate is 86.8% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 370 -- 420 (Large)

**Gender:** Employers responding indicate 20% of workers are male, 80% are female.

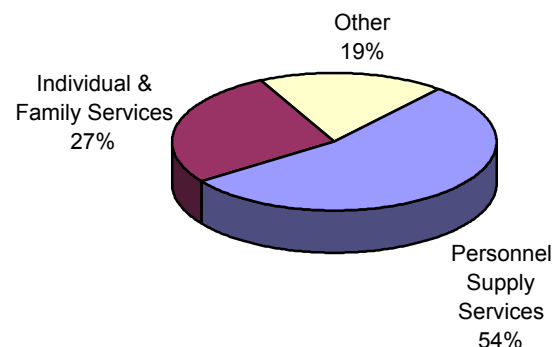
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	50
<u>Separations to 2006:</u>	40
Total Openings:	90

**Growth Trends:** The new job growth rate for this occupation is 13.5%, which is growing much faster than the average new job growth rate of 8.7% for all occupations in the county. Most employers project their firm's employment in this occupation to grow over the next two years. Some anticipate growth to remain stable over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION:

**Alternate Job Titles:** Home Care Providers, Care Givers

**Related DOT Code:** 354.377-014

**Promotional Opportunities:** May be promoted to medical records technician, administrative clerk, assistant manager, house manager, or care coordinator

**Union/Collective Bargaining:** No. Employers responding indicate no unionization for this occupation.

**Employer Responses:** 16 employers, representing 369 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

**INDUSTRIAL TRUCK AND TRACTOR OPERATORS****SOC 537051**

Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location.

**EMPLOYER REQUIREMENTS**

Education and Training: Many employers report they require a high school diploma or equivalent. Some indicate they require or prefer technical or vocational training prior to hire. This training is expressed as securing a forklift certification, which is generally received within one month.

Experience: Many employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months of experience as an industrial truck and tractor operator, or other forklift, farming, or warehouse experience. Employers report 9 months as the average amount of experience.

Skills and Qualifications:

Able to operate cargo handling gear  
 Able to operate forklift  
 Able to operate tractor with accessories or attachments  
 Able to operate material moving, loading, or unloading equipment  
 Able to operate packaging or banding machine or equipment  
 Able to use hand or power tools  
 Able to use vehicle repair tools or safety equipment  
 Able to use weighing or measuring devices in transportation  
 Able to load, unload, or stack containers, materials, or products  
 Able to maintain or repair cargo or passenger vehicle  
 Able to fasten attachments or accessories to tractor  
 Able to maintain production or work records  
 Able to inspect material moving equipment  
 Able to perform safety inspections in manufacturing or industrial setting

**WAGES AND BENEFITS**

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00 - 9.00	\$8.50
New Hires, W/ Experience	\$7.00 - 13.93	\$9.00
After Three Years W/ Firm	\$9.00 - 14.90	\$11.50

Hours Worked: Almost all Industrial Truck & Tractor Operators work full-time at an average of 40 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	27%	73%	0%
Dental Insurance	40%	27%	7%
Vision Insurance	27%	20%	0%
Life Insurance	53%	20%	0%
Sick Leave	53%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	27%	53%	13%
Child Care	0%	0%	7%

\*Percentage is based on 15 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		X
Not Difficult	X	

The Job Market for: **Industrial Truck & Tractor Operators**  
Experienced applicants: Very Competitive  
Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: current employee referrals, private employment agencies, and newspaper ads.

**Turnover:** Among employers surveyed, the rate is 37.8% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

**Size of Employment:** 230 - 250 (Large)

**Gender:** Employers responding indicate 95% of workers are male, 5% are female.

### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

New jobs through 2008:	20
<u>Separations to 2008:</u>	20
Total Openings:	40

**Growth Trends:** The new job growth rate for this occupation is 8.7%, which is growing faster than the average job growth rate of 7.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Many anticipate growth over this period.

## WHERE THE JOBS ARE

Lumber & Other Building Materials	26.1%
Preserved Fruits & Vegetables	20.8%
Lumber & Construction Materials	4.9%
Fuel Dealers	4.9%
Air Transportation	4.1%
Beer, Wine, and Distilled Beverages	4.1%
Personnel Supply Services	4.1%
Beverages	3.3%
Other	27.7%

## **OTHER INFORMATION:**

**Alternate Job Titles:** Fork Lift Operators, Forklift Drivers, Material Handler, Warehouse Worker

**Promotional Opportunities:** May be promoted to inventory control clerk, driver, yard or warehouse supervisor, or management position

**Union/Collective Bargaining:** No. Employers responding indicate no unionization for this occupation.

**Employer Responses:** 15 employers, representing 100 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

**JANITORS AND CLEANERS -- EXCEPT MAIDS AND HOUSEKEEPING CLEANERS****OES 670050**

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Does not include Maids and Housekeepers.

**EMPLOYER REQUIREMENTS**

Education and Training: Many employers report they require a high school diploma or equivalent. Of those surveyed, few prefer technical or vocational training prior to hire.

Experience: Most employers report they require or prefer work experience in this occupation. They report hiring applicants with 3 - 24 months of maintenance, janitorial, or other cleaning-related experience. Employers report 10 months as the average amount of experience.

Skills and Qualifications:

Ability to operate floor polishing equipment  
 Understanding of cleaning compounds and solutions  
 Brush painting skills  
 Lawn and garden care skills  
 Window washing skills  
 Pest extermination skills  
 Painting skills  
 Ceramic or floor tile repair skills  
 Carpentry skills  
 People skills  
 Ability to shampoo carpets  
 Lift at least 100 pounds repeatedly  
 Possession of a reliable vehicle  
 Ability to read and follow instructions  
 Ability to work independently

**WAGES AND BENEFITS**

<u>*Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 8.00	\$9.85 - 10.35	\$7.00	\$10.08
New Hires, W/ Experience	\$6.75 - 8.39	\$10.58 - 11.17	\$7.00	\$10.77
After Three Years W/ Firm	\$7.10 - 12.00	\$11.08 - 14.22	\$8.50	\$11.26

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Many Janitors and Cleaners work part-time averaging 21 hours per week. Many work full-time averaging 39 hours weekly.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	40%	13%	7%	33%	0%	7%
Dental Insurance	40%	13%	0%	27%	7%	0%
Vision Insurance	40%	13%	0%	27%	0%	0%
Life Insurance	27%	0%	7%	20%	0%	7%
Sick Leave	47%	27%	0%	7%	0%	0%
Vacation	53%	33%	0%	7%	0%	0%
Retirement Plan	27%	20%	20%	20%	0%	0%
Child Care	0%	7%	0%	7%	0%	0%

\*Percentage is based on 15 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	<b>Insufficient Data</b>	<b>X</b>
Not Difficult		

The Job Market for: **Janitors and Cleaners**  
Experienced applicants: Insufficient Data  
Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

**Turnover:** Among employers surveyed, the rate is 127.5% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 1220 - 1270 (Very Large)

**Gender:** Employers responding indicate 64% of workers are male, 36% are female.

### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	50
<u>Separations to 2006:</u>	190
Total Openings:	240

**Growth Trends:** The new job growth rate for this occupation is 4.1%, which is growing slower than the average job growth rate of 8.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Many anticipate growth over this period.

## WHERE THE JOBS ARE

Educational Services	24.3%
Services To Buildings	23.1%
Health Services	6.1%
Membership Organizations	5.7%
Eating & Drinking Places	5.5%
Job Training & Related Services	3.1%
Real Estate Operators & Lessors	3.0%
Automotive Repair Services	2.2%
Laundry, Cleaning, & Garment Services	1.9%
Other	25.1%

## OTHER INFORMATION:

**Alternate Job Titles:** Custodians, Maintenance Persons

**Related DOT Code:** 381.687-014, 382.664-010, 389.683-010, 381.687-026, 381.687-034, 389.687-014

**Promotional Opportunities:** May be promoted to head custodian, production leader, or other supervisory position

**Employer Responses:** 15 employers, representing 165 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

**Union/Collective Bargaining:** Yes. Some employers surveyed report their employees are unionized.

**LABORERS, LANDSCAPING AND GROUNDSKEEPING****OES 790410**

Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following; sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stone masons.

**EMPLOYER REQUIREMENTS**

Education and Training: Some employers report they require a high school diploma. Many indicate they prefer vocational or technical training prior to hire. Employers often report this training as completion of horticulture classes. This range of training is expressed between 6 - 24 months.

Experience: Of those surveyed, all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months of landscaping or groundskeeping experience.

Skills and Qualifications:

Oral communication skills  
 Able to read and follow instructions  
 Able to write legibly  
 Basic math skills  
 Possession of a reliable vehicle  
 Willing to work with close supervision  
 Public contact skills  
 Able to work independently  
 Sprinkler repair skills  
 Possession of a valid driver's license  
 Knowledge of pesticides, herbicides, and gardening tools  
 Sprinkler installation skills  
 Plumbing repair skills  
 Pruning skills  
 Lawn and garden care skills  
 Knowledge of horticulture  
 Able to lift at least 75 pounds repeatedly

**WAGES AND BENEFITS**

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 8.00	\$7.00
New Hires, W/ Experience	\$7.00 - 9.00	\$7.50
After Three Years W/ Firm	\$9.00 - 15.00	\$10.00

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Almost all Landscaping and Groundskeeping Laborers work full-time averaging 41 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	0%	33%	0%
Dental Insurance	0%	13%	7%
Vision Insurance	0%	20%	7%
Life Insurance	0%	13%	0%
Sick Leave	33%	0%	0%
Vacation	73%	0%	0%
Retirement Plan	7%	13%	7%
Child Care	0%	0%	7%

\*Percentage is based on 15 employers responding to this particular question.



## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Landscaping & Groundskeeping Laborers**  
Experienced applicants: Not Competitive  
Inexperienced applicants: Not Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, and referrals within the industry.

**Turnover:** Among employers surveyed, the rate is 50.8% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 750 - 820 (Very Large)

**Gender:** Employers responding indicate 95% of workers are male, 5% are female.

### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	70
<u>Separations to 2006:</u>	170
Total Openings:	240

**Growth Trends:** The new job growth rate for this occupation is 9.3%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 8.7%. Many employers project their firm's employment in this occupation to remain stable over the next two years. Many anticipate new growth over this period.

## WHERE THE JOBS ARE

Landscape & Horticultural Services	21.4%
Local Government	22.7%
Personnel Supply Services	10.5%
Elementary & Secondary Schools	5.7%
Real Estate Operators & Lessors	5.6%
Residential Building Construction	4.9%
Plumbing, Heating, Air conditioning	3.9%
Retail Nurseries & Garden Stores	3.3%
Other	22.0%

## OTHER INFORMATION:

**Alternate Job Titles:** Grounds Workers

**Related DOT Code:** 408.687-014, 406.684-014, 406.687-010, 408.684-010

**Promotional Opportunities:** May be promoted to crew leader, estimator, or supervisor

**Union/Collective Bargaining:** Yes. Few employers surveyed report their employees are unionized.

**Employer Responses:** 15 employers, representing 149 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

**LICENSED PRACTICAL AND LICENSED VOCATIONAL NURSES****SOC 292061**

Care for ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.

**EMPLOYER REQUIREMENTS**

Education and Training: Most employers report they require an associate's degree. Of those surveyed, all indicate they require technical or vocational training prior to hire. Persons seeking employment in this occupation must first complete a 24-month licensed vocational nursing program, followed by licensing through the state. Employers report the range of training between 18 - 24 months, with an average of 23 months.

Experience: Some employers report they require or prefer work experience in this occupation. They tend to hire applicants with 12 months of experience as a licensed practical or vocational nurse.

Skills and Qualifications:

Able to inventory medical supplies or instruments  
 Able to administer injections  
 Able to administer medications or treatments  
 Able to assist in examining or treating medical patients  
 Able to collect specimens from patients  
 Able to draw blood  
 Able to prepare patients for tests, therapy, or treatments  
 Able to take vital signs  
 Able to follow infectious materials procedures  
 Able to follow institutional care procedures  
 Able to follow patient observation procedures  
 Able to use clinical sterilizing technique  
 Able to use emergency medical procedures  
 Able to use interpersonal communication techniques

**WAGES AND BENEFITS**

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$14.38 - 17.25	\$15.50
New Hires, W/ Experience	\$14.00 - 17.51	\$15.83
After Three Years W/ Firm	\$16.00 - 18.40	\$16.86

Hours Worked: Most Licensed Practical and Licensed Vocational Nurses work full-time averaging 39 hours per week. Some work part-time at an average of 26 hours weekly.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	31%	0%	63%	33%	6%	11%
Dental Insurance	38%	11%	44%	22%	13%	11%
Vision Insurance	38%	11%	19%	22%	0%	0%
Life Insurance	50%	33%	0%	11%	6%	0%
Sick Leave	94%	33%	0%	11%	0%	0%
Vacation	88%	33%	0%	11%	0%	0%
Retirement Plan	25%	11%	44%	22%	6%	0%
Child Care	0%	0%	0%	0%	13%	0%

\*Percentage is based on 17 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Licensed Practical & Vocational Nurses**  
Experienced applicants: Not Competitive  
Inexperienced applicants: Not Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, the Internet, and colleges and universities.

**Turnover:** Among employers surveyed, the rate is 25.0% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

**Size of Employment:** 490 - 500 (Very Large)

**Gender:** Employers responding indicate 9% of workers are male, 91% are female.

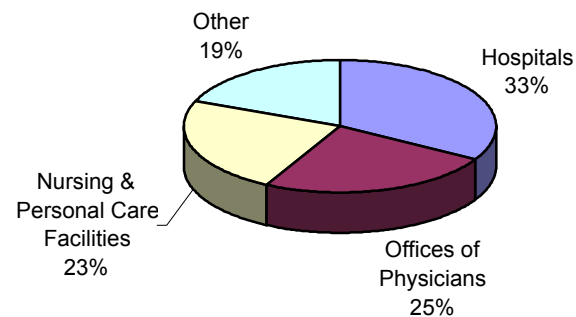
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

New jobs through 2008:	10
<u>Separations to 2008:</u>	90
Total Openings:	100

**Growth Trends:** The new job growth rate for this occupation is 2.0%, which is growing slower than the average new job growth rate of 7.7% for all occupations in the county. Many employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION:

**Alternate Job Titles:** None Available

**Promotional Opportunities:** May be promoted to LVN supervisor, nurse coordinator, director of staff development, or registered nurse with additional education

**Union/Collective Bargaining:** Yes. Few employers surveyed report their employers are unionized.

**Employer Responses:** 17 employers, representing 327 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

**LOAN AND CREDIT CLERKS****OES 531210**

Loan and Credit Clerks assemble documents, prepare papers, process applications, and complete transactions of individuals applying for loans and credit. Loan Clerks review loan papers to insure completeness; operate typewriters to prepare correspondence, reports, and loan documents from draft; and complete transactions between a loan establishment, borrowers, and sellers upon approval of loan. Credit Clerks interview applicants to obtain personal and financial data, determine credit worthiness, process applications, and notify customer of acceptance or rejection of credit. Does not include Loan Interviewers.

**EMPLOYER REQUIREMENTS**

Education and Training: Almost all employers report they require at least a high school diploma or equivalent. Among those surveyed, few employers indicate a requirement for vocational or technical training prior to hire. Those seeking training indicate an average of 12 months.

Experience: Almost all employers report they require or prefer work experience in this occupation. They report hiring applicants with 3 - 24 months of the following experience: sales, banking, title company, and real estate. Employers report 11 months as the average amount of experience.

Skills and Qualifications:

Basic math skills  
Record keeping skills  
Ability to use a calculator  
Ability to interview others for information  
Ability to perform detailed clerical work  
Telephone answering skills  
Ability to write effectively  
Ability to type at least 45 words per minute  
Ability to work independently  
Ability to work under pressure  
Public contact skills/customer service skills  
Willingness to work with close supervision  
Oral communication skills  
Ability to read and follow instructions

**WAGES AND BENEFITS**

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00 - 9.00	\$8.25
New Hires, W/ Experience	\$7.00 - 15.75	\$10.00
After Three Years W/ Firm	\$8.50 - 20.00	\$12.00

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Almost all Loan and Credit Clerks work full time at an average of 40 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	20%	47%	0%
Dental Insurance	20%	40%	0%
Vision Insurance	20%	33%	0%
Life Insurance	40%	20%	0%
Sick Leave	80%	0%	0%
Vacation	80%	0%	0%
Retirement Plan	7%	47%	7%
Child Care	0%	0%	0%

\*Percentage is based on 15 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market for: **Loan & Credit Clerks**  
Experienced applicants: Moderately Competitive  
Inexperienced applicants: Not Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

**Turnover:** Among employers surveyed, the rate is 20.8% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 120 - 150 (Medium)

**Gender:** Employers responding indicate 21% of workers are male, 79% are female.

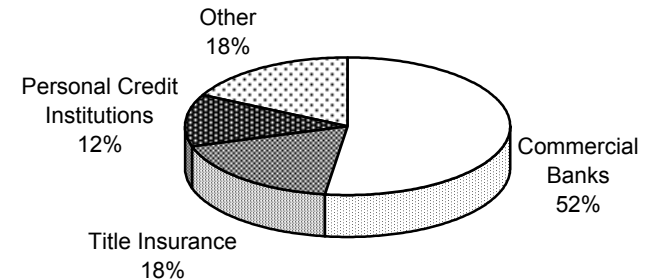
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	30
<u>Separations to 2006:</u>	10
Total Openings:	40

**Growth Trends:** The new job growth rate for this occupation is 25.0%, which is growing much faster than the average job growth rate of 8.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION:

**Alternate Job Titles:** Loan Processor, Financial Service Officer, Loan Secretary

**Related DOT Code:** 205.367-022, 219.362-038, 219.367-046, 249.362-014, 249.362-018, 249.362-022

**Promotional Opportunities:** May be promoted to loan officer, loan underwriter, loan manager, or branch manager

**Union/Collective Bargaining:** No. Employees responding indicate no unionization for this occupation.

**Employer Responses:** 15 employers, representing 28 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

**LOAN OFFICERS AND COUNSELORS****OES 211080**

Loan Officers and Counselors evaluate, authorize, or recommend approval of commercial or real estate loans and credit loans or advise borrowers on financial status and methods of payments. Includes such occupations as Mortgage Loan Officers or Agents, Collection Analysts, and Loan Servicing Officers.

**EMPLOYER REQUIREMENTS**

Education and Training: Of those surveyed, all employers report they require at least a high school diploma or equivalent. A few indicate they require a bachelor's degree. Some employers report they require or prefer technical or vocational training prior to hire. This range of training is expressed between 1 - 12 months.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months of experience as a loan officer or real estate agent.

Skills and Qualifications:

Able to use mathematics to solve problems  
 Able to weigh the relative costs and benefits of a potential action  
 Able to talk to others to effectively convey information  
 Able to know how to find information and identify essential information  
 Able to listen to what others are saying and ask questions as appropriate  
 Able to understand written sentences and paragraphs in work documents  
 Able to identify the nature of problems  
 Able to use logic and analysis to identify the strengths and weaknesses of different approaches  
 Able to find ways to structure or classify multiple pieces on information  
 Able to communicate effectively with others in writing as indicated by the needs of the audience  
 Knowledge of computer software skills, especially in terms of word processing, spreadsheet, and database

**WAGES AND BENEFITS**

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.05 - 16.78	\$11.24
New Hires, W/ Experience	\$6.39 - 23.97	\$15.18
After Three Years W/ Firm	\$9.59 - 38.36	\$20.38

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

\*A few firms report paying commission in addition to wages

Hours Worked: Almost all Loan Officers and Counselors work full-time averaging 41 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	13%	69%	0%
Dental Insurance	13%	63%	0%
Vision Insurance	19%	50%	0%
Life Insurance	44%	19%	13%
Sick Leave	63%	0%	6%
Vacation	63%	0%	6%
Retirement Plan	19%	38%	19%
Child Care	0%	0%	6%

\*Percentage is based on 16 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		<b>X</b>
Moderately Difficult	<b>X</b>	
Not Difficult		

The Job Market for: **Loan Officers and Counselors**  
 Experienced applicants: Moderately Competitive  
 Inexperienced applicants: Not Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, in-house promotion or transfer, and referrals within the industry.

**Turnover:** Among employers surveyed, the rate is 9.5% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 70 - 90 (Small)

**Gender:** Employers responding indicate 43% of workers are male, 57% are female.

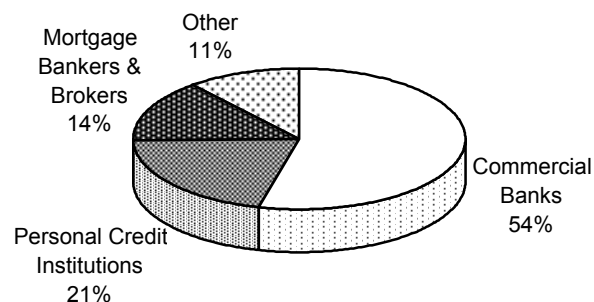
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	20
<u>Separations to 2006:</u>	10
Total Openings:	30

**Growth Trends:** The new job growth rate for this occupation is 28.6%, which is growing much faster than the average new job growth rate of 8.7% for all occupations in the county. Many employers project their firm's employment in this occupation to remain stable over the next two years. Many anticipate new growth over this period.

## WHERE THE JOBS ARE



**Alternate Job Titles:** Mortgage Loan Broker, Commercial Loan Officer, Real Estate Loan Agent, Mortgage Banker

**Related DOT Code:** 186.167-078, 186.267-018, 186.267-022, 186.267-026

**Promotional Opportunities:** May be promoted to branch manager, lending manager, sales manager, or regional manager

**Union/Collective Bargaining:** No. Employers responding indicate no unionization for this occupation.

**Employer Responses:** 16 employers, representing 95 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

**MAINTENANCE REPAIRERS -- GENERAL UTILITY****OES 851320**

General Utility Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

**EMPLOYER REQUIREMENTS**

Education and Training: Almost all employers report they require a high school diploma. Many indicate they require or prefer technical or vocational training prior to hire. This range of training is expressed between 2 - 12 months.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months of experience as a maintenance repairer.

Skills and Qualifications:

Able to read and follow instructions  
 Able to write legibly  
 Basic math skills  
 Oral communication skills  
 Able to provide own hand tools  
 Able to work independently  
 Willing to work with close supervision  
 Able to repair and install heating and air conditioning systems  
 Swimming pool maintenance skills  
 Plumbing, electrical, carpentry, and painting skills  
 Gas and arc welding skills  
 Able to do cement work  
 Able to operate power hand tools  
 Able to read blueprints  
 Record keeping skills  
 Able to lift at least 50 pounds repeatedly

**WAGES AND BENEFITS**

<u>*Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 9.00	Insufficient Data	\$8.00	Insuff Data
New Hires, W/ Experience	\$6.25 - 11.18	\$10.68 - 14.24	\$8.32	\$12.31
After Three Years W/ Firm	\$8.00 - 17.75	\$11.78 - 22.67	\$11.96	\$15.21

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Almost all Maintenance Repairers work full-time averaging 40 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	63%	25%	6%
Dental Insurance	56%	19%	6%
Vision Insurance	56%	0%	0%
Life Insurance	44%	6%	0%
Sick Leave	88%	0%	0%
Vacation	94%	0%	0%
Retirement Plan	25%	44%	6%
Child Care	0%	0%	19%

\*Percentage is based on 16 employers responding to this particular question.



## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **General Utility Maintenance Repairers**

Experienced applicants: Moderately Competitive

Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and the Employment Development Department.

**Turnover:** Among employers surveyed, the rate is 8.6% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 860 - 950 (Very Large)

**Gender:** Employers responding indicate 97% of workers are male, 3% are female.

### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006: 90

Separations to 2006: 140

Total Openings: 230

**Growth Trends:** The new job growth rate for this occupation is 10.5%, which is growing faster than the average job growth rate of 8.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

## WHERE THE JOBS ARE

Local Government, Except Hospitals & Education	22.9%
Real Estate	16.0%
Educational Services	10.1%
Membership Organizations	4.9%
Eating & Drinking Places	4.2%
Hotels & Motels	3.6%
New & Used Car Dealers	3.5%
Hospitals	2.7%
Professional & Commercial Equipment	2.6%
Miscellaneous Business Services	2.1%
Water Transportation Services	2.0%
State Government, Except Hospitals & Education	1.9%
Other	23.5%

## OTHER INFORMATION:

**Alternate Job Titles:** Service Technician, Maintenance Technician, Mechanic, Park Maintenance Technician

**Related DOT Code:** 899.261-014, 899.381-010

**Promotional Opportunities:** May be promoted to maintenance supervisor, park supervisor, construction supervisor

**Union/Collective Bargaining:** Yes. Many employers responding indicate their employees are unionized.

**Employer Responses:** 16 employers, representing 63 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

**MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS****OES 130110**

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis.

**EMPLOYER REQUIREMENTS**

Education and Training: Most employers report they require at least an associate's degree. Some indicate they require a bachelor's degree prior to hire. Some employers report they require or prefer vocational or technical training prior to hiring a candidate. Those seeking training report a range of 6 - 48 months, with an average of 26 months.

Experience: Almost all employers report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 60 months of marketing, advertising, public relations, media sales, journalism, or retail experience. Employers report 35 months as the average amount of experience.

Skills and Qualifications:

Supervisory skills  
 Ability to analyze and use market research data and reports  
 Understanding of labor relations practices  
 Media advertising sales skills  
 Telephone sales skills  
 Ability to write effectively and legibly  
 Ability to manage an activity or department  
 Ability to manage multiple priorities  
 Willingness to work nights, weekends, and holidays  
 Willingness to travel  
 Ability to meet deadlines  
 Ability to work independently  
 Willingness to work with close supervision  
 Ability to maintain good business and customer relationships  
 Ability to manage unexpected situations or circumstances  
 Oral communication skills

**WAGES AND BENEFITS**

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$12.20 - 21.58	\$14.38
New Hires, W/ Experience	\$8.63 - 25.93	\$14.38
After Three Years W/ Firm	\$11.25 - 28.77	\$18.70

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Of those surveyed, all Marketing, Advertising, and Public Relations Managers work full-time averaging 41 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	38%	50%	6%
Dental Insurance	38%	44%	13%
Vision Insurance	31%	38%	6%
Life Insurance	50%	19%	6%
Sick Leave	69%	6%	0%
Vacation	81%	6%	0%
Retirement Plan	13%	44%	13%
Child Care	0%	6%	6%

\*Percentage is based on 16 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Marketing and Advertising Managers**  
Experienced applicants: Not Competitive  
Inexperienced applicants: Not Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and in-house promotion or transfer.

**Turnover:** Among employers surveyed, the rate is 9.1% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 230 - 260 (Large)

**Gender:** Employers responding indicate 50% of workers are male, 50% are female.

### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	30
<u>Separations to 2006:</u>	20
Total Openings:	50

**Growth Trends:** The new job growth rate for this occupation is 13.0%, which is growing faster than the average job growth rate of 8.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

## WHERE THE JOBS ARE

Local Government	18.4%
Miscellaneous Investing	11.1%
Business Services	9.9%
Hotels and Motels	6.5%
Preserved Fruits and Vegetables	4.2%
Measuring and Controlling Devices	3.8%
Radio and Television Broadcasting	2.7%
Civic and Social Associations	2.7%
Department Stores	2.3%
Eating and Drinking Places	2.3%
Other	36.1%

## OTHER INFORMATION:

**Alternate Job Titles:** Promotions Manager, Sales Director, Media Manager, or Account Executive

**Related DOT Code:** 141.137-010, 163.117-018, 163.117-022, 163.167-010, 163.167-018, 164.117-010, 164.117-018

**Promotional Opportunities:** May be promoted to marketing director, general manager, or regional sales manager

**Employer Responses:** 16 employers, representing 26 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

**Union/Collective Bargaining:** Yes, Few employers surveyed report their employees are unionized.

**MEDICAL ASSISTANTS****OES 660050**

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

**EMPLOYER REQUIREMENTS**

Education and Training: Of those surveyed, all employers report they require a high school diploma or equivalent. Most indicate they require or prefer vocational or technical training prior to hire. This range of training is expressed between 3 - 24 months. Medical Assistants are not licensed, certified, or registered by the state. The work site must have documentation of training completion and the supervising physician must be on the premises. For further information regarding certification, contact the American Association of Medical Assistants.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months of experience as a medical assistant. The state requires ten hours of training and ten performances each of the three various injections (intradermal, subcutaneous and intramuscular), blood withdrawal and skin testing.

Skills and Qualifications:

Able to actively look for ways to help people  
 Able to complete and explain medical insurance forms  
 Able to transcribe medical records and reports  
 Able to administer an electro-cardiograph (EKG) test  
 Able to apply sterilization techniques  
 Blood drawing skills  
 Understanding of inventory techniques  
 Able to follow billing procedures  
 Able to listen to what others are saying and ask questions as appropriate  
 Able to talk to others to effectively convey information  
 Able to handle crisis situations  
 Knowledge of medical terminology

**WAGES AND BENEFITS**

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00 - 10.00	\$8.00
New Hires, W/ Experience	\$7.50 - 10.94	\$8.75
After Three Years W/ Firm	\$9.00 - 13.00	\$10.90

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Almost all Medical Assistants work full-time averaging 39 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	61%	33%	0%
Dental Insurance	50%	33%	0%
Vision Insurance	39%	22%	0%
Life Insurance	61%	0%	0%
Sick Leave	89%	0%	0%
Vacation	94%	0%	0%
Retirement Plan	72%	22%	0%
Child Care	0%	0%	0%

\*Percentage is based on 18 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Medical Assistants**  
Experienced applicants: Not Competitive  
Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, referrals within the industry, and private employment agencies.

**Turnover:** Among employers surveyed, the rate is 27.6% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 230 - 280 (Large)

**Gender:** Employers responding indicate 1% of workers are male, 99% are female.

### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

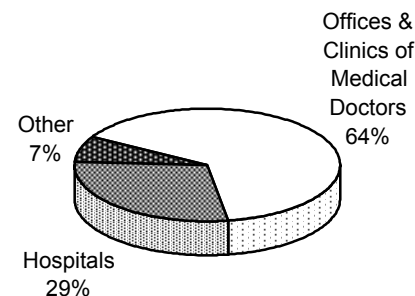
New jobs through 2006: 50

Separations to 2006: 40

Total Openings: 90

**Growth Trends:** The new job growth rate for this occupation is 21.7%, which is growing much faster than the average new job growth rate of 8.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION:

**Alternate Job Titles:** Ophthalmic Technician

**Related DOT Code:** 079.362-010, 079.364-010, 079.374-018, 355.667-010

**Promotional Opportunities:** May be promoted to billing clerk, receptionist, senior medical assistant, supervisor, or licensed vocational nurse with additional education

**Union/Collective Bargaining:** No. Employers responding indicate no unionization for this occupation.

**Employer Responses:** 18 employers, representing 96 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

**NETWORK AND COMPUTER SYSTEMS ADMINISTRATORS****SOC 151071**

Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. Maintain network hardware and software. Monitor network to ensure network availability to all system users and perform necessary maintenance to support network availability. May supervise other network support and client server specialists and plan, coordinate, and implement network security measures.

**EMPLOYER REQUIREMENTS**

Education and Training: All employers surveyed report they require at least a high school degree or equivalent. Most require a college degree. Most indicate they require or prefer technical or vocational training prior to hire. This training may take the form of college courses, trade school courses with certifications, network, database, hardware and software, and programming languages. Employers report a range of training between 6 - 36 months, with an average of 18 months.

Experience: Almost all employers report they require work experience in this occupation. They tend to hire applicants with 6 - 60 months of experience as a network and computer systems administrator, database management, or other computer related experience. Employers report 25 months as the average amount of experience.

Skills and Qualifications:

Able to confer with network users about how to solve system problems  
 Able to design, configure, and test computer hardware, networking software and operating system software  
 Able to diagnose hardware and software problems, and replace defective components  
 Able to maintain and administer computer networks and related computing environments, including computer hardware, systems software, applications software, and all configurations  
 Able to maintain network performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future  
 Able to perform data backups and disaster recovery operations  
 Able to plan, coordinate, and implement network security measures  
 Able to train people in computer system use

**WAGES AND BENEFITS**

<u>Wages:</u>	Non-Union <u>Range</u>	Union <u>Range</u>	Non-Union <u>Median</u>	Union <u>Median</u>
New Hires, No Experience	Insufficient Data	Insufficient Data	N/A	N/A
New Hires, W/ Experience	\$8.00 - 26.85	\$13.66 - 21.82	\$16.13	\$15.54
After Three Years W/ Firm	\$12.00 - 31.16	\$15.06 - 24.08	\$21.13	\$18.05

Hours Worked: Almost all Network & Computer Systems Administrators work full-time at an average of 40 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	41%	59%	0%
Dental Insurance	41%	41%	12%
Vision Insurance	18%	41%	6%
Life Insurance	47%	24%	18%
Sick Leave	82%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	41%	35%	12%
Child Care	6%	0%	0%

\*Percentage is based on 18 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	<b>X</b>	<b>Insufficient Data</b>
Not Difficult		

The Job Market for: **Network & Computer Systems Administrator**  
 Experienced applicants: Moderately Competitive  
 Inexperienced applicants: Insufficient Data

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, the Internet, and current employee referrals.

**Turnover:** Among employers surveyed, the rate is 9.5% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

**Size of Employment:** 60 - 80 (Small)

**Gender:** Employers responding indicate 88% of workers are male, 12% are female.

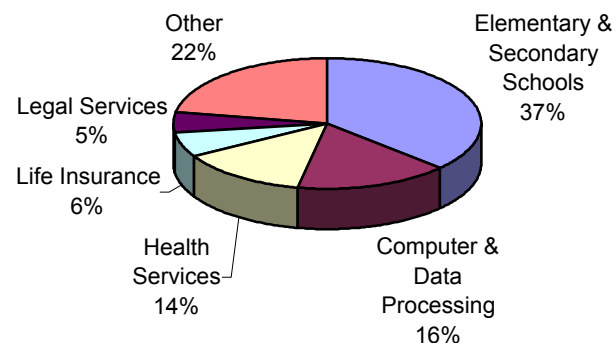
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

New jobs through 2008:	20
<u>Separations to 2008:</u>	0
Total Openings:	20

**Growth Trends:** The new job growth rate for this occupation is 33.3%, which is growing much faster than the average new job growth rate of 7.7% for all occupations in the county. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

## WHERE THE JOBS ARE



## OTHER INFORMATION

**Alternate Job Titles:** Systems Operator, Information Technology Manager, Systems Analyst, Computer Systems Technician, Information Systems Technician

**Promotional Opportunities:** May be promoted to director of systems administration, management information systems director

**Union/Collective Bargaining:** Yes, Some employers report their employees are unionized.

**Employer Responses:** 18 employers, representing 73 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

**NURSE AIDES****OES 660080**

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Does not include Psychiatric Aides and Home Health Aides.

**EMPLOYER REQUIREMENTS**

Education and Training: Some employers report they require a high school diploma or equivalent. Most indicate they require or prefer certification prior to employment. State certification as a nurse aide requires 100 hours of supervised clinical training and 50 hours of classroom training. Employers report a range of training between 2 - 3 months, with an average of 3 months.

Experience: Many employers report they require or prefer work experience in this occupation. They report hiring applicants with 1 - 6 months of experience as a nurse aide or other experience within the medical field. Employers report 4 months as the average amount of experience.

Skills and Qualifications:

Actively looking for ways to help people  
 Being aware of others' reactions and understanding why they react the way they do  
 Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times  
 Adjusting actions in relation to others' actions  
 Talking to others to effectively convey information  
 Generating or adapting equipment and technology to serve user needs  
 Understanding written sentences and paragraphs in work documents  
 Communicating effectively with others in writing as indicated by the needs of the audience  
 Determining the kind of tools and equipment needed to do a job  
 Watching gauges, dials, or other indicators to make sure a machine is working properly

**WAGES AND BENEFITS**

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.25 - 9.07	\$8.00
New Hires, W/ Experience	\$8.00 - 9.07	\$8.50
After Three Years W/ Firm	\$8.24 - 10.13	\$9.00

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Most Nurse Aides work full-time averaging 40 hours per week. Some work part-time at an average of 24 hours weekly.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	40%	0%	60%	40%	0%	0%
Dental Insurance	40%	7%	47%	33%	13%	0%
Vision Insurance	33%	7%	27%	20%	7%	0%
Life Insurance	67%	27%	27%	7%	0%	0%
Sick Leave	87%	53%	0%	0%	0%	0%
Vacation	87%	60%	0%	0%	0%	0%
Retirement Plan	33%	20%	27%	20%	13%	0%
Child Care	0%	0%	7%	7%	0%	0%

\*Percentage is based on 15 employers responding to this particular question.



## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	<b>Insufficient Data</b>	<b>X</b>
Not Difficult		

The Job Market for: **Nurse Aides**  
Experienced applicants: Insufficient Data  
Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and school or program referrals.

**Turnover:** Among employers surveyed, the rate is 56.6% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 790 - 840 (Very Large)

**Gender:** Employers responding indicate 12% of workers are male, 88% are female.

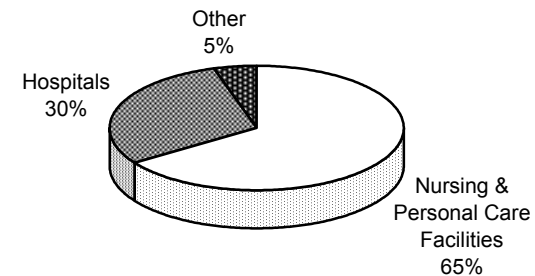
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	50
<u>Separations to 2006:</u>	80
Total Openings:	130

**Growth Trends:** The new job growth rate for this occupation is 6.3%, which is growing slower than the average new job growth rate of 8.7% for all occupations in the county. Many employers responding project their firm's employment in this occupation to grow over the next two years. Many anticipate growth to remain stable over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION:

**Alternate Job Titles:** Certified Nursing Aide, Certified Nurse Aide, Personal Care Aide

**Related DOT Code:** 354.374-010, 354.377-010, 354.677-010, 355.674-014, 355.674-018

**Promotional Opportunities:** May be promoted to clerical position; to medical records technician or restorative nurse; to LVN or RN by meeting additional education requirements

**Union/Collective Bargaining:** No. Employers responding indicate no unionization for this occupation.

**Employer Responses:** 15 employers, representing 522 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

**PACKAGING AND FILLING MACHINE OPERATORS AND TENDERS****SOC 519111**

Operate or tend machines to prepare industrial or consumer products for storage or shipment. Includes cannery workers who pack food products.

**EMPLOYER REQUIREMENTS**

Education and Training: Some employers report they require a high school diploma or equivalent. Of those surveyed, no employer indicates a need for training prior to hire.

Experience: Some employers report they require or prefer work experience in this occupation. They tend to hire applicants with 4 - 12 months of experience as a packaging and filling machine operator and tender, or other warehouse experience. Employers report 8 months as the average amount of experience.

Skills and Qualifications:

Able to operate packaging or banding machine or equipment  
 Able to monitor production machinery/equipment operation to detect problems  
 Able to load or unload material or workpiece into machinery  
 Able to wrap products  
 Able to adjust production equipment/machinery setup  
 Able to clean equipment or machinery  
 Able to maintain or repair industrial or related equipment/machinery  
 Able to examine products or work to verify conformance to specifications  
 Able to maintain consistent production quality  
 Able to perform safety inspections in manufacturing or industrial setting  
 Able to load, unload, or stack containers, materials, or products  
 Able to measure, weigh, or count products or materials

**WAGES AND BENEFITS**

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 10.00	\$7.50
New Hires, W/ Experience	\$6.75 - 12.00	\$8.00
After Three Years W/ Firm	\$7.75 - 13.65	\$10.00

Hours Worked: Most Packaging & Filling Machine Operators & Tenders work full-time at an average of 40 hours per week. Some work part-time averaging 41 hours weekly.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	7%	64%	0%
Dental Insurance	7%	29%	7%
Vision Insurance	7%	21%	0%
Life Insurance	36%	14%	0%
Sick Leave	64%	0%	0%
Vacation	86%	0%	0%
Retirement Plan	7%	64%	0%
Child Care	0%	0%	7%

\*Percentage is based on 15 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	<b>Insufficient Data</b>	
Not Difficult		<b>X</b>

The Job Market for: **Packaging & Filling Machine Operators/Tenders**  
 Experienced applicants: Insufficient Data  
 Inexperienced applicants: Very Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: employee referrals, "word of mouth", and private employment agencies.

**Turnover:** Among employers surveyed, the rate is 3.6% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

**Size of Employment:** 180 - 210 (Medium)

**Gender:** Employers responding indicate 45% of workers are male, 55% are female.

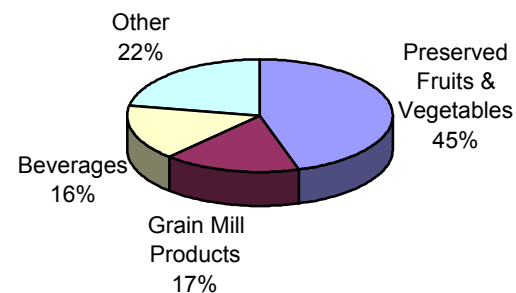
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

New jobs through 2008:	30
<u>Separations to 2008:</u>	30
Total Openings:	60

**Growth Trends:** The new job growth rate for this occupation is 16.7%, which is growing much faster than the average new job growth rate of 7.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION

**Alternate Job Titles:** Filler Operators, Packager, Press Operators, Warehouse Laborers, Production Workers

**Promotional Opportunities:** May be promoted to lead trainer, packaging supervisor

**Union/Collective Bargaining:** No. Employers responding indicate no unionization for this occupation.

**Employer Responses:** 15 employers, representing 285 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

**PAINTERS, CONSTRUCTION AND MAINTENANCE****SOC 472141**

Paint walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns. May remove old paint to prepare surface prior to painting. May mix colors or oils to obtain desired color or consistency.

**EMPLOYER REQUIREMENTS**

Education and Training: Most employers report they require a high school diploma or equivalent. Of those surveyed, few report they require or prefer technical or vocational training prior to hire. Among those that do, the average amount of training is 12 months.

Experience: Many employers report they require or prefer work experience in this occupation. They tend to hire applicants with 24 - 48 months of experience as a construction and maintenance painter. Employers report 31 months as the average amount of experience.

Skills and Qualifications:

Able to apply adhesives, caulking, sealants, or coatings  
 Able to apply cleaning solvents  
 Able to apply plaster, stucco, or related material  
 Able to climb ladders, scaffolding, or utility or telephone poles  
 Able to cut, shape, fit, or join wood or other construction materials  
 Able to erect scaffold  
 Able to install wallpaper, fabric, or billboard posters  
 Able to move or fit heavy objects  
 Able to paint walls or other structural surfaces  
 Able to prepare building surfaces for paint, finishes, wallpaper, or adhesives  
 Able to remove finish from walls or related structures  
 Able to repair cracks, defects, or damage in installed building materials  
 Able to cover surfaces with masking tape or drop cloths  
 Able to mix paint, ingredients, or chemicals, according to specifications  
 Able to obtain information from clients, customers, or patients

**WAGES AND BENEFITS**

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 9.00	\$8.00
New Hires, W/ Experience	\$6.75 - 12.00	\$8.00
After Three Years W/ Firm	\$8.00 - 15.00	\$10.00

Hours Worked: Almost all Construction and Maintenance Painters work full-time at an average of 39 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	23%	38%	0%
Dental Insurance	0%	8%	15%
Vision Insurance	0%	15%	0%
Life Insurance	23%	15%	0%
Sick Leave	23%	0%	0%
Vacation	69%	0%	0%
Retirement Plan	8%	15%	0%
Child Care	0%	0%	0%

\*Percentage is based on 15 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Construction & Maintenance Painters**  
Experienced applicants: Not Competitive  
Inexperienced applicants: Not Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, and private employment agencies.

**Turnover:** Among employers surveyed, the rate is 29.6% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

**Size of Employment:** 180 - 210 (Medium)

**Gender:** Employers responding indicate 95% of workers are male, 5% are female.

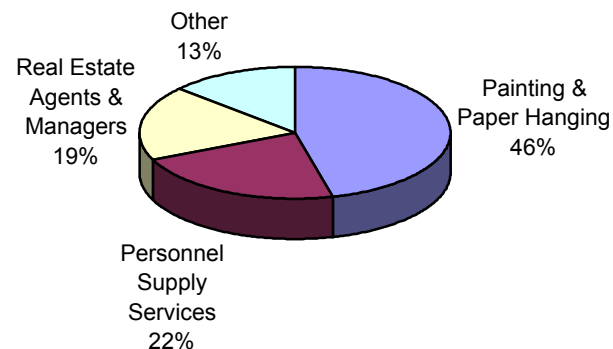
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

New jobs through 2008:	30
<u>Separations to 2008:</u>	20
Total Openings:	50

**Growth Trends:** The new job growth rate for this occupation is 16.7%, which is growing much faster than the average new job growth rate of 7.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION

**Alternate Job Titles:** None Available

**Promotional Opportunities:** May be promoted to estimator, supervisor, or project manager

**Union/Collective Bargaining:** No. Employers responding indicate no unionization for this occupation.

**Employer Responses:** 15 employers, representing 77 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

**PARTS SALESPERSONS****OES 412022**

Sell spare and replacement parts and equipment in repair shop or parts store.

**EMPLOYER REQUIREMENTS**

Education and Training: Of those surveyed, all employers report they require a high school diploma or equivalent. Few indicate they require or prefer vocational or technical training prior to hire. Employers seeking training indicate an average of 12 months.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months or experience as a parts salesperson, auto mechanic, or service technician. Employers report 12 months as the average amount of experience.

Skills and Qualifications:

Able to read vehicle manufacturer's specifications  
 Able to sell merchandise  
 Able to answer customer or public inquiries  
 Able to greet customers, guests, visitors, or passengers  
 Able to balance cash register  
 Able to examine returned parts for defects  
 Able to inspect products or materials for damage, defects, or shortages  
 Able to follow vehicle repair procedures  
 Able to use industry terms or concepts  
 Able to use interpersonal communication techniques  
 Able to use inventory control procedures  
 Able to use knowledge of metric system  
 Able to use knowledge of written communication in sales work  
 Able to use marketing and sales techniques  
 Able to use product knowledge to market goods

**WAGES AND BENEFITS**

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00 - 9.00	\$7.75
New Hires, W/ Experience	\$6.75 - 11.00	\$9.00
After Three Years W/ Firm	\$7.75 - 13.50	\$10.50

Hours Worked: Almost all Parts Salespersons work full-time averaging 40 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	27%	73%	0%
Dental Insurance	7%	67%	13%
Vision Insurance	27%	33%	13%
Life Insurance	60%	13%	7%
Sick Leave	53%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	7%	73%	7%
Child Care	0%	0%	0%

\*Percentage is based on 15 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Parts Salespersons**  
Experienced applicants: Not Competitive  
Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, and private employment agencies.

**Turnover:** Among employers surveyed, the rate is 11.5% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

**Size of Employment:** 110

**Gender:** Employers responding indicate 82% of workers are male, 18% are female.

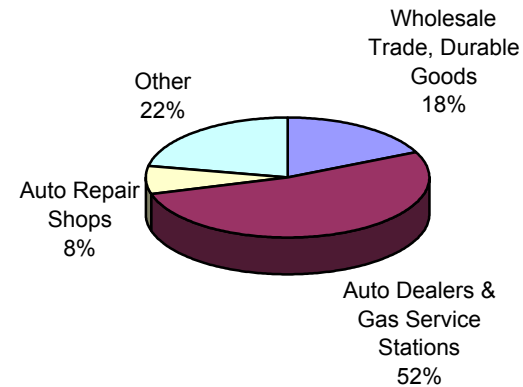
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

New jobs through 2008:	0
<u>Separations to 2008:</u>	20
Total Openings:	20

**Growth Trends:** The new job growth rate for this occupation is 0%, which indicates growth has remained stable relative to the job growth rate of 7.7% for all occupations in the county. Many employers responding project their firm's employment in this occupation to remain stable over the next two years. Many anticipate growth over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION

**Alternate Job Titles:** Parts Counterperson, Parts Consultant, Customer Service Representative

**Promotional Opportunities:** May be promoted to service manager, parts manager, assistant manager

**Union/Collective Bargaining:** Yes. Few employers surveyed report their employees are unionized.

**Employer Responses:** 15 employers, representing 85 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

**PERSONAL AND HOME CARE AIDES****SOC 399021**

Assist elderly or disabled adults with daily living activities at the person's home or in a daytime non-residential facility. Duties performed at a place of residence may include keeping house (making beds, doing laundry, washing dishes) and preparing meals. May provide meals and supervised activities at non-residential care facilities. May advise families, the elderly and disabled on such things as nutrition, cleanliness, and household utilities.

**EMPLOYER REQUIREMENTS**

Education and Training: Most employers report they require a high school diploma or equivalent. Some indicate they require or prefer technical or vocational training prior to hire. Employers report a range of training between 2 - 6 months, with an average of 4 months.

Experience: Some employers report they require or prefer work experience in this occupation. They tend to hire applicants with 3 - 12 months of experience as a personal and home care aide, nurse aide, or other medical related occupation. Employers report 7 months as the average amount of experience.

Skills and Qualifications:

Able to administer medications or treatments  
 Able to assist patient with dressing, undressing, grooming, or bathing  
 Able to empathize with others during counseling or related services  
 Able to feed patients  
 Able to provide in-home patient care  
 Able to take vital signs  
 Able to work with persons with mental disabilities or illnesses  
 Able to relate to clients' socioeconomic conditions  
 Able to clean rooms or work areas  
 Able to cook meals  
 Able to train family members to provide bedside care  
 Able to communicate visually or verbally  
 Able to advise families with household problems  
 Able to observe patient condition

**WAGES AND BENEFITS**

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 8.00	\$7.25
New Hires, W/ Experience	\$6.75 - 9.00	\$7.50
After Three Years W/ Firm	\$7.56 - 10.50	\$8.26

Hours Worked: Many Personal and Home Care Aides work full-time at an average of 40 hours per week. Some work "on-call", averaging 20 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	8%	69%	15%
Dental Insurance	23%	31%	23%
Vision Insurance	8%	31%	8%
Life Insurance	62%	8%	8%
Sick Leave	92%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	31%	38%	0%
Child Care	0%	0%	31%

\*Percentage is based on 15 employers responding to this particular question.



## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		<b>X</b>
Moderately Difficult	<b>Insufficient Data</b>	
Not Difficult		

The Job Market for: **Personal & Home Care Aides**  
Experienced applicants: Insufficient Data  
Inexperienced applicants: Not Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, "word-of-mouth", the Employment Development Department, and current employee referrals.

**Turnover:** Among employers surveyed, the rate is 24.9% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

**Size of Employment:** 460 - 540 (Very Large)

**Gender:** Employers responding indicate 12% of workers are male, 88% are female.

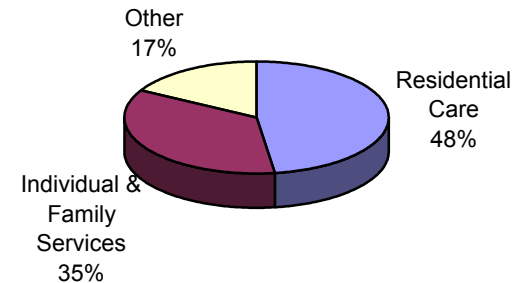
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

New jobs through 2008:	80
<u>Separations to 2008:</u>	50
Total Openings:	130

**Growth Trends:** The new job growth rate for this occupation is 17.4%, which is growing much faster than the average new job growth rate of 7.7% for all occupations in the county. Many employers project their firm's employment in this occupation to grow over the next two years. Some anticipate growth to remain stable over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION

**Alternate Job Titles:** Care Providers, Personal Care Attendants, Residential Aide, Direct Care Staff, Home Care Aide

**Promotional Opportunities:** May be promoted to senior aide, supervisor, program director, or other administrative positions

**Union/Collective Bargaining:** No. Employers responding indicate no unionization for this occupation.

**Employer Responses:** 15 employers, representing 444 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

**PLUMBERS, PIPEFITTERS, AND STEAMFITTERS****SOC 472152**

Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems.

**EMPLOYER REQUIREMENTS**

Education and Training: Most employers report they require a high school diploma or equivalent. Few indicate they require or prefer technical or vocational training prior to hire. Employers report 12 months as the average amount of training.

Experience: Most employers report they require or prefer work experience in this occupation. Then tend to hire applicants with 4 - 36 months of experience as a plumber, or in other construction trade experience. Employers report 17 months as the average amount of experience.

Skills and Qualifications:

Able to apply adhesives, caulking, sealants, or coatings  
 Able to build or repair structures in construction, repair, or manufacturing setting  
 Able to clean rooms or work areas  
 Able to cut, bend, or thread pipe for gas, air, hydraulic, or water lines  
 Able to install underground storm, sanitation, or water piping systems  
 Able to move or fit heavy objects  
 Able to assemble and install pipe sections, fittings, or plumbing fixtures  
 Able to fabricate, assemble, or disassemble manufactured products by hand  
 Able to read blueprints and specifications  
 Able to tape measure and technical drawings  
 Able to pressure test piping system or equipment for leaks  
 Able to maintain or repair work tools or equipment  
 Able to repair or replace gas, steam, sewer, or water piping of fixtures

**WAGES AND BENEFITS**

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 14.99	\$9.00
New Hires, W/ Experience	\$7.50 - 19.18	\$11.90
After Three Years W/ Firm	\$7.50 - 23.01	\$15.00

Hours Worked: Almost all Plumbers, Pipefitters, and Steamfitters work full-time averaging 40 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	27%	20%	7%
Dental Insurance	27%	13%	0%
Vision Insurance	27%	7%	0%
Life Insurance	20%	0%	0%
Sick Leave	27%	0%	0%
Vacation	80%	0%	0%
Retirement Plan	20%	7%	0%
Child Care	0%	0%	0%

\*Percentage is based on 15 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Plumbers, Pipefitters, and Steamfitters**  
Experienced applicants: Not Competitive  
Inexperienced applicants: Not Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, employee referrals, and the Employment Development Department.

**Turnover:** Among employers surveyed, the rate is 16.2% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

**Size of Employment:** 140 - 160 (Medium)

**Gender:** Employers responding indicate 100% of workers are male, 0% are female.

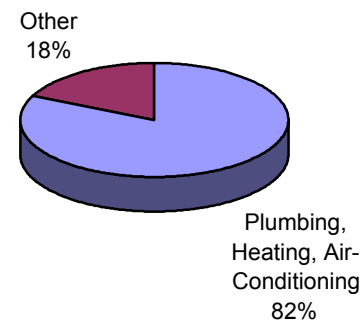
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

New jobs through 2008:	20
<u>Separations to 2008:</u>	20
Total Openings:	40

**Growth Trends:** The new job growth rate for this occupation is 14.3%, which is growing much faster than the average new job growth rate of 7.7% for all occupations in the county. Most employers project their firm's employment in this occupation to grow over the next two years. Some anticipate growth to remain stable over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION

**Alternate Job Titles:** Utility Worker

**Promotional Opportunities:** May be promoted to supervisor or service manager position

**Union/Collective Bargaining:** Yes. Few employers surveyed report their employees are unionized.

**Employer Responses:** 15 employers, representing 71 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

**PRESCHOOL TEACHERS, EXCEPT SPECIAL EDUCATION****SOC 252011**

Instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification.

**EMPLOYER REQUIREMENTS**

Education and Training: Of those surveyed, all employers report they require at least a high school diploma or equivalent. Almost all employers indicate they require or prefer technical or vocational training prior to hire. They generally express this training as the completion of 12 units of early childhood education. Employers report a range of training between 6 - 24 months, with an average of 12 months.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months of experience as a preschool teacher or other child-related occupation. Employers indicate 9 months as the average amount of experience.

Skills and Qualifications:

Able to assess educational potential or needs of students  
 Able to convert information into instructional program  
 Able to demonstrate physical activities  
 Able to develop instructional materials  
 Able to develop teaching aids  
 Able to manage classroom activities (art, drama, music or related)  
 Able to organize educational materials or ideas  
 Able to select teaching materials to meet student needs  
 Able to design classroom presentations  
 Able to organize esteem-building activities for children  
 Able to organize social behavior learning activities  
 Able to establish and maintain relationships with students  
 Able to monitor children to detect signs of ill health or emotional disturbance

**WAGES AND BENEFITS**

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 10.00	\$7.50
New Hires, W/ Experience	\$6.75 - 10.00	\$7.50
After Three Years W/ Firm	\$7.00 - 11.05	\$8.75

Hours Worked: Many Preschool Teachers work full-time at an average of 37 hours per week. Many work part-time averaging 23 hours weekly.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	15%	0%	15%	0%	8%	0%
Dental Insurance	15%	0%	15%	0%	8%	0%
Vision Insurance	15%	0%	8%	0%	8%	0%
Life Insurance	0%	0%	15%	0%	8%	0%
Sick Leave	46%	22%	8%	11%	0%	0%
Vacation	54%	22%	8%	11%	0%	0%
Retirement Plan	8%	0%	0%	0%	15%	0%
Child Care	23%	33%	0%	11%	8%	0%

\*Percentage is based on 15 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Preschool Teachers**

Experienced applicants: Not Competitive

Inexperienced applicants: Not Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and colleges and universities.

**Turnover:** Among employers surveyed, the rate is 31.3% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

**Size of Employment:** 270 - 280 (Large)

**Gender:** Employers responding indicate 2% of workers are male, 98% are female.

### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

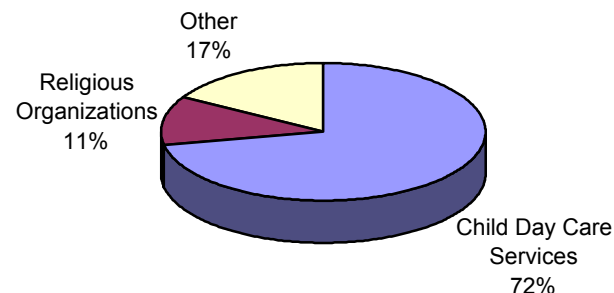
New jobs through 2008: 10

Separations to 2008: 20

Total Openings: 30

**Growth Trends:** The new job growth rate for this occupation is 3.7%, which is growing slower than the average new job growth rate of 7.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION

**Alternate Job Titles:** Preschool Care Provider, Teacher

**Promotional Opportunities:** May be promoted to head teacher, program coordinator, director

**Union/Collective Bargaining:** Yes. Few employers surveyed report their employees are unionized.

**Employer Responses:** 15 employers, representing 133 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

**RECEPTIONISTS AND INFORMATION CLERKS****OES 553050**

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards.

**EMPLOYER REQUIREMENTS**

Education and Training: Almost all employers report they require a high school diploma or equivalent. Few indicate they prefer technical or vocational training prior to hire. This range of training is expressed between 6 - 24 months.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months of experience as a receptionist or information clerk.

Skills and Qualifications:

Able to write legibly and effectively  
 Basic math skills  
 Able to read and follow instructions  
 Oral communication skills  
 Willing to work with close supervision  
 Public contact skills  
 Able to work independently  
 Able to work under pressure  
 Customer service skills  
 Alphabetic and numeric filing skills  
 Bookkeeping skills  
 Able to operate a multi-line command phone center  
 Telephone answering skills  
 Able to type at least 45 words per minute  
 Word processing and spreadsheet skills

**WAGES AND BENEFITS**

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 9.02	\$7.00
New Hires, W/ Experience	\$6.25 - 9.02	\$7.50
After Three Years W/ Firm	\$7.25 - 12.38	\$9.00

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Most Receptionists and Information Clerks work full-time averaging 39 hours per week. Some work part-time at an average of 24 hours per week.

Benefits (% of Employers\* Offering Benefits):

	<u>Employer Paid</u>		<u>Shared Cost</u>		<u>Employee Pays All</u>	
	FT	PT	FT	PT	FT	PT
Medical Insurance	33%	0%	47%	0%	0%	0%
Dental Insurance	40%	0%	27%	0%	7%	0%
Vision Insurance	20%	0%	27%	0%	7%	0%
Life Insurance	47%	0%	0%	0%	13%	0%
Sick Leave	60%	7%	0%	0%	0%	0%
Vacation	80%	13%	0%	0%	0%	0%
Retirement Plan	27%	0%	40%	0%	0%	0%
Child Care	7%	0%	0%	0%	0%	0%

\*Percentage is based on 15 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Receptionists and Information Clerks**

Experienced applicants: Moderately Competitive

Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, the Employment Development Dept., employee referrals, and private employment agencies.

**Turnover:** Among employers surveyed, the rate is 36.6% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 860 - 930 (Very Large)

**Gender:** Employers responding indicate 5% of workers are male, 95% are female.

### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006: 70

Separations to 2006: 120

Total Openings: 190

**Growth Trends:** The new job growth rate for this occupation is 8.1%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 8.7%. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

## WHERE THE JOBS ARE

Health Services	30.6%
Personnel Supply Services	12.6%
Veterinary Services	5.3%
Local Government, Except Hospitals & Education	4.1%
Insurance Agents, Brokers, & Service	2.9%
Miscellaneous Personal Services	2.8%
Legal Services	2.8%
Miscellaneous Nondurable Goods	2.2%
Professional & Commercial Equipment	1.6%
Job Training & Related Services	1.5%
Other	33.6%

## OTHER INFORMATION:

**Alternate Job Titles:** Administrative Clerk, Office Clerk

**Related DOT Code:** 237.367-010, 237.367-018, 237.367-022, 237.367-038, 237.367-042, 237.367-046, 249.262-010

**Promotional Opportunities:** May be promoted to accounting clerk, office assistant, sales assistant, assistant secretary, supervisor, or business manager

**Union/Collective Bargaining:** No. Employers responding indicate no unionization for this occupation.

**Employer Responses:** 15 employers, representing 44 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

**RECREATION WORKERS****SOC 399032**

Conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. Organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies, taking into account the needs and interests of individual members.

**EMPLOYER REQUIREMENTS**

Education and Training: Almost all employers report they require at least a high school diploma or equivalent. Some indicate they require technical or vocational training prior to hire. Employers seeking training report a range between 1 - 6 months, with an average of 3 months.

Experience: Many employers report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 36 months of experience as a recreation worker or similar occupation.

Skills and Qualifications:

Able to coordinate recreational activities  
 Able to direct and coordinate activities of workers or staff  
 Able to maintain relationships with agency personnel or community organizations  
 Able to make presentations  
 Able to adapt activities to meet participant needs  
 Able to conduct or attend staff meetings  
 Able to schedule facility or property maintenance  
 Able to schedule guest recreational activities  
 Able to determine customer needs  
 Able to demonstrate physical activities  
 Able to teach sports rules or techniques  
 Able to lead recreational activities  
 Able to motivate team members to excel  
 Able to resolve behavioral or academic problems

**WAGES AND BENEFITS**

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 10.00	\$8.00
New Hires, W/ Experience	\$6.75 - 10.00	\$8.25
After Three Years W/ Firm	\$7.20 - 13.00	\$10.00

Hours Worked: Many Recreation Workers work seasonally averaging 20 hours per week. Some work part-time at an average of 21 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	15%	0%	69%	0%	0%	0%
Dental Insurance	15%	0%	54%	0%	8%	0%
Vision Insurance	8%	0%	31%	0%	0%	0%
Life Insurance	38%	0%	0%	0%	0%	0%
Sick Leave	69%	0%	0%	0%	0%	0%
Vacation	100	0%	0%	0%	0%	11%
Retirement Plan	8%	0%	54%	0%	8%	0%
Child Care	8%	11%	0%	0%	0%	0%

\*Percentage is based on 16 employers responding to this particular question.



## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Recreation Workers**  
Experienced applicants: Not Competitive  
Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, colleges and universities, and walk-in applicants.

**Turnover:** Among employers surveyed, the rate is 17.6% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

**Size of Employment:** 310 - 350 (Large)

**Gender:** Employers responding indicate 36% of workers are male, 64% are female.

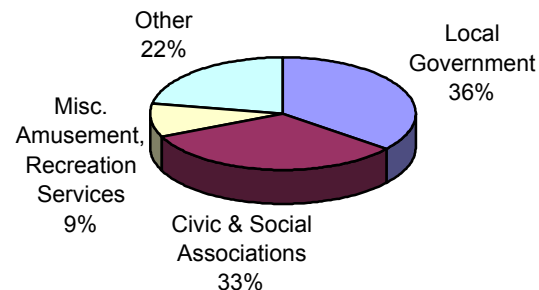
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

New jobs through 2008:	40
<u>Separations to 2008:</u>	50
Total Openings:	90

**Growth Trends:** The new job growth rate for this occupation is 12.9%, which is growing much faster than the average new job growth rate of 7.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next two years.

## WHERE THE JOBS ARE



## OTHER INFORMATION:

**Alternate Job Titles:** Activity Director, Recreation Leader, Sports Instructor, Activity Assistant

**Promotional Opportunities:** May be promoted to recreation coordinator or director

**Union/Collective Bargaining:** No. Employers responding indicate no unionization for this occupation.

**Employer Responses:** 16 employers, representing 296 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

**REGISTERED NURSES****OES 325020**

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers.

**EMPLOYER REQUIREMENTS**

Education and Training: Almost all employers report they require at least an associate's degree, while many report they require a bachelor's degree prior to hire. All employers surveyed indicate they require vocational or technical training prior to hire, which is consistent with state law requiring registered nurses to be licensed before practicing. Employers report a range of training between 12 - 48 months, with an average of 26 months.

Experience: Most employers report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 24 months of experience as a registered nurse, with an average of 11 months.

Skills and Qualifications:

Talking to others to convey information effectively  
 Actively looking for ways to help people  
 Understanding written sentences and paragraphs in work documents  
 Considering the relative costs and benefits of potential actions to choose the most appropriate one  
 Being aware of others' reactions and understanding why they react the way they do  
 Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems  
 Adjusting actions in relation to others' actions  
 Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times  
 Communicating effectively in writing as appropriate for the needs of the audience

**WAGES AND BENEFITS**

<u>*Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$14.38 - 24.00	\$15.13 - 19.62	\$19.00	\$18.85
New Hires, W/ Experience	\$15.00 - 24.00	\$15.93 - 23.89	\$20.00	\$19.96
After Three Years W/ Firm	\$15.00 - 25.00	\$16.22 - 24.49	\$21.00	\$21.53

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Most Registered Nurses work full-time averaging 40 hours per week. Some work part-time at an average of 26 hours weekly.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	35%	24%	29%	41%	6%	0%
Dental Insurance	35%	24%	29%	35%	6%	6%
Vision Insurance	24%	18%	24%	29%	6%	6%
Life Insurance	47%	29%	18%	6%	0%	6%
Sick Leave	71%	76%	0%	0%	0%	0%
Vacation	71%	65%	0%	0%	0%	0%
Retirement Plan	29%	29%	24%	29%	12%	6%
Child Care	0%	0%	6%	6%	0%	0%

\*Percentage is based on 17 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market for: **Registered Nurses**  
Experienced applicants: Moderately Competitive  
Inexperienced applicants: Not Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, colleges and universities, and the Internet.

**Turnover:** Among employers surveyed, the rate is 16.1% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 1500 - 1620 (Very Large)

**Gender:** Employers responding indicate 9% of workers are male, 91% are female.

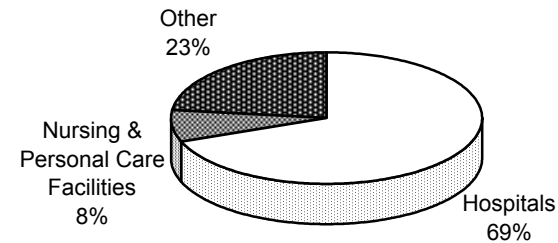
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	120
<u>Separations to 2006:</u>	180
Total Openings:	300

**Growth Trends:** The new job growth rate for this occupation is 8.0%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 8.7%. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION:

**Alternate Job Titles:** School Nurse

**Related DOT Code:** 075.364-010, 075.124-010, 075.124-014, 075.137-014, 075.374-014, 075.374-018, 075.167-010

**Promotional Opportunities:** May be promoted to charge nurse, supervising nurse, nurse practitioner, or director of nursing

**Union/Collective Bargaining:** Yes. Some employers surveyed report their employees are unionized.

**Employer Responses:** 17 employers, representing 476 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

**RESIDENTIAL COUNSELORS****OES 273070**

Residential Counselors coordinate activities for residents of care and treatment institutions, boarding schools, college fraternities or sororities, children homes, or similar establishments. Their work includes developing or assisting in the development of program plans for individuals, maintaining household records, and assigning rooms. They counsel residents in identifying and resolving social or other problems. They order supplies and determine need for maintenance, repairs, and furnishings.

**EMPLOYER REQUIREMENTS**

Education and Training: Most employers report they require at least a high school diploma or equivalent. A few indicate they require a bachelor's degree. Most report they require or prefer 6 - 12 months of vocational or technical training prior to hire.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months of experience as a residential counselor, case manager, or other social service worker.

Skills and Qualifications:

Able to read and follow instructions  
 Basic math skills  
 Able to write legibly and effectively  
 Oral communication skills  
 Able to work independently  
 Interpersonal skills  
 Able to deal effectively with difficult individuals  
 Able to be empathetic  
 Listening skills  
 Willing to work with close supervision  
 Able to implement a progressive discipline process  
 Problem solving skills  
 Able to apply stress management techniques  
 Able to plan and organize the work of others  
 Record keeping skills  
 Merchandise ordering skills

**WAGES AND BENEFITS**

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 9.27	\$7.00
New Hires, W/ Experience	\$6.25 - 10.23	\$9.00
After Three Years W/ Firm	\$7.50 - 15.34	\$11.00

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Most Residential Counselors work full-time averaging 41 hours per week. Some work part-time at an average of 24 hours weekly.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	35%	0%	53%	6%	0%	0%
Dental Insurance	24%	0%	24%	0%	0%	0%
Vision Insurance	12%	0%	24%	0%	0%	0%
Life Insurance	29%	6%	12%	0%	12%	0%
Sick Leave	71%	12%	0%	0%	0%	0%
Vacation	88%	12%	0%	0%	0%	0%
Retirement Plan	12%	0%	18%	0%	6%	0%
Child Care	0%	6%	0%	0%	0%	0%

\*Percentage is based on 17 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Residential Counselors**  
Experienced applicants: Moderately Competitive  
Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and from other care provider facilities.

**Turnover:** Among employers surveyed, the rate is 40.4% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 150 - 170 (Medium)

**Gender:** Employers responding indicate 34% of workers are male, 66% are female.

### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

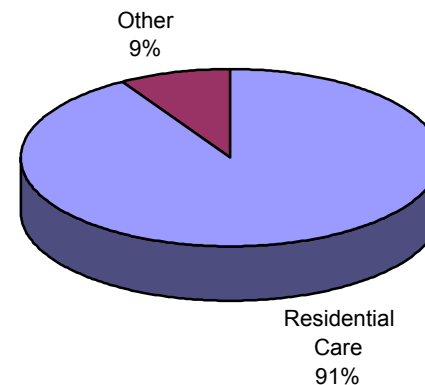
New jobs through 2006: 20

Separations to 2006: 30

Total Openings: 50

**Growth Trends:** The new job growth rate for this occupation is 13.3%, which is growing faster than the average new job growth rate of 8.7% for all occupations in the county. Many employers project their firm's employment in this occupation to remain stable over the next two years. Many expect growth over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION:

**Alternate Job Titles:** Activities Director, Residential Care Manager, Direct Support Professional, Direct Care Staff

**Related DOT Code:** 187.167-186

**Promotional Opportunities:** My be promoted to care staff manager, program specialist, supervisor, or program director

**Union/Collective Bargaining:** No. Employers responding indicate no unionization for this occupation.

**Employer Responses:** 17 employers, representing 105 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

**RETAIL SALESPERSONS****SOC 412031**

Sell merchandise, such as furniture, motor vehicles, appliances, or apparel in a retail establishment.

**EMPLOYER REQUIREMENTS**

Education and Training: Most employers report they require a high school diploma or equivalent. Few employers indicate they require vocational or technical training prior to hire. Those requiring training report an average of 12 months.

Experience: Many employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 48 months of customer service, food service, retail sales, or other sales-related experience.

Skills and Qualifications:

Able to answer customer or public inquiries  
 Able to demonstrate goods or services  
 Able to greet customers, guests, visitors, or passengers  
 Able to provide customer service  
 Able to rent item to customer  
 Able to sell merchandise  
 Able to obtain information from individuals  
 Able to use industry terms or concepts  
 Able to use knowledge of sales contracts  
 Able to use oral or written communication techniques  
 Able to use sales techniques  
 Able to identify best product for customer's needs

**WAGES AND BENEFITS**

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 8.63	\$6.75
New Hires, W/ Experience	\$6.75 - 16.78	\$7.25
After Three Years W/ Firm	\$7.50 - 23.01	\$9.00

Hours Worked: Most Retail Salespersons work part-time at an average of 21 hours per week. Some work full-time averaging 39 hours weekly.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	29%	0%	50%	29%	0%	0%
Dental Insurance	7%	0%	36%	29%	7%	0%
Vision Insurance	14%	0%	29%	29%	0%	0%
Life Insurance	21%	0%	29%	29%	0%	0%
Sick Leave	71%	14%	0%	0%	0%	0%
Vacation	93%	29%	0%	0%	0%	0%
Retirement Plan	7%	0%	50%	14%	7%	14%
Child Care	0%	0%	0%	0%	0%	0%

\*Percentage is based on 17 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		<b>X</b>
Moderately Difficult	<b>X</b>	
Not Difficult		

The Job Market for: **Retail Salespersons**  
 Experienced applicants: Moderately Competitive  
 Inexperienced applicants: Not Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, and current employee referrals.

**Turnover:** Among employers surveyed, the rate is 24.6% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

**Size of Employment:** 2,320 - 2,550 (Very Large)

**Gender:** Employers responding indicate 32% of workers are male, 68% are female.

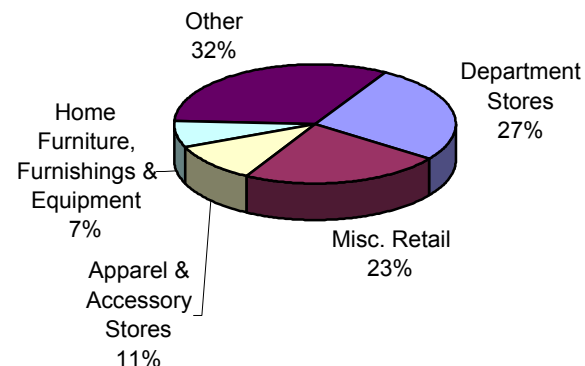
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

New jobs through 2008:	230
<u>Separations to 2008:</u>	660
Total Openings:	890

**Growth Trends:** The new job growth rate for this occupation is 9.9%, which is growing faster than the average new job growth rate of 7.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION:

**Alternate Job Titles:** Sales Associate, Customer Service Aide

**Promotional Opportunities:** May be promoted to training officer, assistant manager, retail manager, sales manager

**Union/Collective Bargaining:** No. Employers surveyed report no unionization for this occupation.

**Employer Responses:** 17 employers, 440 representing employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

## SALES REPRESENTATIVES -- EXCEPT SCIENTIFIC AND RELATED PRODUCTS AND SERVICES AND RETAIL OES 490080

Sales Representatives, Except Scientific and Related Products and Services, sell goods and services for wholesalers or manufacturers to businesses or groups of individuals. This work requires a substantial knowledge of the items sold. Sales representatives solicit orders from established clients or secure new customers.

### EMPLOYER REQUIREMENTS

Education and Training: Of those surveyed, all employers report they require at least a high school diploma or equivalent. A few require a bachelor's degree. Of those surveyed, no employer reports requiring training prior to employment.

Experience: Almost all employers report they require or prefer work experience in this occupation. They report hiring applicants with 12 - 60 months of previous sales experience, with an average of 24 months.

#### Skills and Qualifications:

Ability to prepare and arrange sales contracts  
 Ability to write effectively and legibly  
 Verbal presentation skills  
 Ability to demonstrate knowledge of specific products  
 Understanding of inventory techniques  
 Ability to apply sales techniques  
 Report writing skills  
 Business math skills  
 Record keeping skills  
 Possession of a valid driver's license  
 Possession of a reliable vehicle  
 Willingness to travel  
 Ability to work independently  
 Possession of a good DMV driving record  
 Customer service skills

### WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 15.00	\$10.99
New Hires, W/ Experience	\$6.75 - 15.00	\$11.97
After Three Years W/ Firm	\$10.10 - 26.37	\$19.18

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Almost all Sales Representatives work full-time averaging 40 hours per week.

#### Benefits (% of Employers\* Offering Benefits):

	<u>Employer Paid</u>	<u>Shared Cost</u>	<u>Employee Pays All</u>
Medical Insurance	47%	47%	0%
Dental Insurance	27%	33%	7%
Vision Insurance	27%	33%	0%
Life Insurance	53%	7%	7%
Sick Leave	73%	0%	0%
Vacation	87%	0%	0%
Retirement Plan	20%	47%	20%
Child Care	0%	0%	0%

\*Percentage is based on 15 employers responding to this particular question.



## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Sales Representatives**

Experienced applicants: Not Competitive

Inexperienced applicants: Not Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, and in-house promotion or transfer.

**Turnover:** Among employers surveyed, the rate is 66.7% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 380 - 420 (Large)

**Gender:** Employers responding indicate 63% of workers are male, 37% are female.

### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	40
<u>Separations to 2006:</u>	70
Total Openings:	110

**Growth Trends:** The new job growth rate for this occupation is 10.5%, which is growing faster than the average job growth rate of 8.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Many anticipate growth over this period.

## WHERE THE JOBS ARE

Food and Kindred Products	21.1%
Wholesale Trade -- Nondurable Goods	12.6%
Wholesale Trade -- Durable Goods	8.3%
Used Merchandise Stores	5.7%
Miscellaneous Business Services	5.7%
New and Used Car Dealers	5.0%
Farm and Garden Machinery	3.3%
Miscellaneous Plastics Products	2.9%
Hardware, Plumbing & Heating Equipment	2.6%
Special Industry Machinery	2.4%
Mobile Home Dealers	2.4%
Laundry, Cleaning, & Garment Services	2.4%
Other	25.6%

## OTHER INFORMATION:

**Alternate Job Titles:** Account Representative, Account Executive, Sales Consultant, Customer Care Representative

**Related DOT Code:** 260.357-014, 261.357-010, 273.357-022, 274.357-034, 274.357-062, 275.357-034, 279.357-014

**Promotional Opportunities:** May be promoted to sales supervisor, or sales manager

**Employer Responses:** 15 employers, representing 136 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

**Union/Collective Bargaining:** Yes. Few employers surveyed report their employees are unionized.

**SECRETARIES, EXCEPT LEGAL AND MEDICAL****OES 551080**

Secretaries (except Legal and Medical) relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Does not include Medical and Legal Secretaries.

**EMPLOYER REQUIREMENTS**

Education and Training: Among those surveyed, all employers report they require at least a high school diploma or equivalent. Some indicate they require or prefer technical or vocational training prior to hire. Employers report a range of training between 3 - 24 months, with an average of 14 months.

Experience: Almost all employers report they require or prefer work experience in this occupation. They report hiring applicants with 12 - 36 months of experience of secretarial, clerical, or other office experience. Employers indicate 21 months as the average amount of experience.

Skills and Qualifications:

Ability to take dictation at 100 words per minute or more  
 Ability to type at least 60 words per minute  
 Ability to maintain an appointment calendar  
 Ability to write effectively and legibly  
 Telephone answering skills  
 English grammar, spelling, and punctuation skills  
 Ability to use spreadsheet software  
 Ability to follow billing procedures  
 Proofreading skills  
 Alphabetic and numeric filing skills  
 Ability to use word processing software  
 Willingness to work with close supervision  
 Ability to work independently  
 Basic math skills  
 Oral communication skills  
 Ability to read and follow instructions

**WAGES AND BENEFITS**

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00 - 10.00	\$8.00
New Hires, W/ Experience	\$8.00 - 12.00	\$9.50
After Three Years W/ Firm	\$9.00 - 15.00	\$12.00

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Almost all Secretaries work full-time averaging 40 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	53%	33%	0%
Dental Insurance	20%	47%	0%
Vision Insurance	27%	33%	0%
Life Insurance	53%	13%	0%
Sick Leave	80%	0%	0%
Vacation	87%	0%	0%
Retirement Plan	47%	20%	0%
Child Care	0%	0%	0%

\*Percentage is based on 15 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Secretaries**  
Experienced applicants: Moderately Competitive  
Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and private employment agencies.

**Turnover:** Among employers surveyed, the rate is 8.0% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 1170 - 1190 (Very Large)

**Gender:** Employers responding indicate 4% of workers are male, 96% are female.

### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	20
<u>Separations to 2006:</u>	130
Total Openings:	150

**Growth Trends:** The new job growth rate for this occupation is 1.7%, which is growing slower than the average job growth rate of 8.7% for all occupations in the county. Many employers responding project their firm's employment in this occupation to remain stable over the next two years. Many anticipate growth over this period.

## WHERE THE JOBS ARE

Educational Services	30.1%
Personnel Supply Services	17.5%
Local Government	8.4%
Engineering and Accounting	4.1%
Hospitals	3.8%
Residential Building Construction	3.5%
Social Services	2.2%
Civic and Social Associations	2.0%
Other	28.4%

## OTHER INFORMATION:

**Alternate Job Titles:** Administrative Assistant, Office Manager, Administrative Office Coordinator

**Related DOT Code:** 201.162-010, 201.362-018, 201.362-022, 201.362-030

**Promotional Opportunities:** May be promoted to personnel specialist, staff supervisor, or administrative coordinator

**Employer Responses:** 15 employers, representing 27 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

**Union/Collective Bargaining:** Yes. Few employers responding indicate their employees are unionized.

**SOCIAL WORKERS -- EXCEPT MEDICAL AND PSYCHIATRIC****OES 273050**

Social Workers (except Medical and Psychiatric), counsel and aid individuals and families requiring social service assistance. Includes Community Organization Social Workers who plan, organize and work with community groups to solve problems. Does not include workers who are primarily Medical, Psychiatric, or Chemical Dependency Social Workers.

**EMPLOYER REQUIREMENTS**

Education and Training: Most employers report they require at least an associate's degree. Many indicate they require at least a bachelor's degree. Some require graduate study prior to hire. Many report they require technical or vocational training prior to hire. This range of training is expressed between 6 - 60 months.

Experience: Many employers report they require work experience in this occupation. They tend to hire applicants with 12 - 24 months of experience as a social worker or case manager.

Skills and Qualifications:

Able to be aware of others' reactions and understand why they react the way they do

Able to actively look for ways to help people

Able to talk to others to effectively convey information

Able to listen to what others are saying and ask questions as appropriate

Able to identify the nature of problems

Able to understand written sentences and paragraphs in work documents

Able to adjust actions in relation to others' actions

Know how to find information and identify essential information

Able to use logic and analysis to identify the strengths and weaknesses of different approaches

Able to communicate effectively with others in writing as indicated by the needs of the audience

Able to assess how well one is doing when learning or doing something

Able to generate a number of different approaches to problems

**WAGES AND BENEFITS**

<u>*Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$8.00 - 13.90	\$8.00 - 14.45	\$12.10	\$10.67
New Hires, W/ Experience	\$9.00 - 17.84	\$8.00 - 15.11	\$12.00	\$12.84
After Three Years W/ Firm	\$11.00 - 20.00	\$11.50 - 19.18	\$15.00	\$14.28

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Almost all Social Workers work full-time averaging 39 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	58%	37%	0%
Dental Insurance	53%	26%	11%
Vision Insurance	42%	21%	0%
Life Insurance	53%	11%	5%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	37%	21%	16%
Child Care	0%	0%	5%

\*Percentage is based on 19 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Social Workers--Except Medical/Psychiatric**  
 Experienced applicants: Not Competitive  
 Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and in-house promotion or transfer.

**Turnover:** Among employers surveyed, the rate is 21.0% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 260 - 290 (Large)

**Gender:** Employers responding indicate 21% of workers are male, 79% are female.

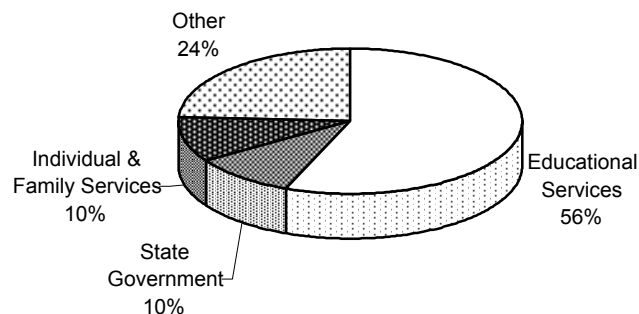
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	30
<u>Separations to 2006:</u>	20
Total Openings:	50

**Growth Trends:** The new job growth rate for this occupation is 11.5%, which is growing faster than the average job growth rate of 9.1% for all occupations in the county. Most employers project their firm's employment in this occupation to grow over the next two years. Some anticipate growth remaining stable over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION:

**Alternate Job Titles:** Client Services Advocate, Case Manager, Client Services Coordinator

**Related DOT Code:** 195-107.010, 195.107-018, 195.107-022, 195.164-010, 195.167-010, 195.267-022, 195.367-018

**Promotional Opportunities:** May be promoted to program manager, supervisor, coordinator, or director

**Union/Collective Bargaining:** Yes. Some employers responding indicate their employees are unionized.

**Employer Responses:** 19 employers, representing 290 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

**STOCK CLERKS -- STOCKROOM, WAREHOUSE, STORAGE YARD****OES 580230**

Stock Clerks, Stockroom, Warehouse, and Storage Yard, receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. Does not include Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking.

**EMPLOYER REQUIREMENTS**

Education and Training: Most employers report they require a high school diploma or equivalent. Few indicate they prefer technical or vocational training prior to hire. For those preferring training, the desired length is 3 months.

Experience: Many employers report they prefer work experience in this occupation. They tend to hire applicants with 6 months of stocking, warehouse, or similar experience.

Skills and Qualifications:

Able to read and follow instructions  
Basic math skills  
Able to write legibly  
Oral communication skills  
Able to follow oral instructions  
Able to work independently  
Willing to work with close supervision  
Public contact skills  
Possession of a valid Class B driver's license  
Able to stock shelves  
Labeling skills  
Understanding of inventory techniques  
Able to operate a fork lift  
Record keeping skills  
Able to lift at least 50 pounds repeatedly

**WAGES AND BENEFITS**

<u>*Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$6.30 - 8.25	\$6.25 - 8.54	\$7.00	\$7.50
New Hires, W/ Experience	\$6.30 - 8.25	\$6.25 - 10.00	\$8.00	\$8.27
After Three Years W/ Firm	\$7.75 - 13.00	\$10.00 - 18.00	\$9.00	\$13.79

\*Wages reflect economic situation subsequent to minimum wage change of 01/01/01.

Hours Worked: Many Stock Clerks work part-time averaging 26 hours per week. Many work full-time at an average of 37 hours weekly.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	35%	12%	47%	29%	0%	0%
Dental Insurance	18%	18%	53%	18%	6%	0%
Vision Insurance	12%	12%	18%	18%	6%	0%
Life Insurance	47%	18%	6%	12%	6%	0%
Sick Leave	76%	41%	0%	0%	0%	0%
Vacation	88%	41%	0%	0%	0%	0%
Retirement Plan	29%	18%	47%	18%	0%	0%
Child Care	6%	0%	6%	0%	0%	0%

\*Percentage is based on 17 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	<b>*N/A</b>	<b>X</b>
Not Difficult		

\*None of the surveyed employers required previous work experience.

The Job Market for: **Stock Clerks -- Stockroom, Warehouse**

Experienced applicants: \*Not Applicable

Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: walk-in applicants, in-house promotion or transfer, and current employee referrals.

**Employer Responses:** 17 employers, representing 146 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 300 - 330 (Large)

**Gender:** Employers responding indicate 49% of workers are male, 51% are female.

### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2004:	30
<u>Separations to 2004:</u>	30
Total Openings:	60

**Growth Trends:** The new job growth rate for this occupation is 10.0%, which is growing faster than the average new job growth rate of 8.7% for all occupations in the county. Many employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

## WHERE THE JOBS ARE

Food Stores	13.8%
Furniture & Homefurnishings Store	6.3%
Preserved Fruits & Vegetables	6.0%
Miscellaneous Nondurable Goods	6.0%
Colleges & Universities	5.1%
Miscellaneous Durable Goods	4.5%
Civic & Social Associations	4.5%
Department Stores	4.2%
Job Training & Related Services	4.2%
Medical Instruments & Supplies	3.3%
New & Used Car Dealers	3.0%
Hospitals	3.0%
Communications Equipment	2.7%
Airports, Flying Fields, & Services	2.7%
Other	30.7%

## OTHER INFORMATION:

**Alternate Job Titles:** Warehouse Clerk, Purchasing Agent, Stock Replenisher, Supply Clerk

**Related DOT Code:** 219.367-018, 219.387-030, 222.387-026, 222.387-058, 222.387-034, 229.587-014, 339.687-010

**Promotional Opportunities:** May be promoted to head clerk, crew leader, warehouse supervisor, or store manager

**Turnover:** Among employers surveyed, the rate is 21.5% for employees in this occupation over the past 12 months.

**Union/Collective Bargaining:** Yes. Some employers surveyed report their employees are unionized.

**TEACHER ASSISTANTS****OES 259041**

Perform duties that are instructional in nature or deliver direct services to students or parents. Serve in a position for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services.

**EMPLOYER REQUIREMENTS**

Education and Training: Of those surveyed, all employers report they require at least a high school diploma or equivalent. Many require an associate's degree. Many indicate they require or prefer technical or vocational training prior to hire. This is generally reported as receiving early childhood education training. Employers report a range of training between 3 - 24 months, with an average of 10 months.

Experience: Many employers report they require or prefer work experience in this occupation. They tend to hire applicants with 2 - 24 months of experience as a teacher assistant, or other youth or children related experience. Employers indicate 9 months as the average amount of experience.

Skills and Qualifications:

Able to coordinate educational content  
 Able to demonstrate physical activities  
 Able to develop instructional materials  
 Able to develop teaching aids  
 Able to organize educational material or ideas  
 Able to prepare audio-visual teaching aids  
 Able to select teaching materials to meet student needs  
 Able to use classroom management techniques  
 Able to communicate student progress  
 Able to conduct parent conferences  
 Able to make educational presentations  
 Able to establish and maintain relationships with students  
 Able to ensure correct grammar, punctuation, or spelling

**WAGES AND BENEFITS**

<u>Wages:</u>	Non-Union <u>Range</u>	Union <u>Range</u>	Non-Union <u>Median</u>	Union <u>Median</u>
New Hires, No Experience	\$6.75 - 18.00	\$7.00 - 12.67	\$7.25	\$9.19
New Hires, W/ Experience	\$6.75 - 18.00	\$8.11 - 13.00	\$7.25	\$10.13
After Three Years W/ Firm	\$7.50 - 20.00	\$8.95 - 15.00	\$8.33	\$10.77

Hours Worked: Almost all Teacher Assistants work part-time averaging 19 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	38%	7%	50%	64%	0%	7%
Dental Insurance	50%	7%	25%	64%	0%	7%
Vision Insurance	50%	7%	13%	57%	0%	7%
Life Insurance	38%	7%	13%	29%	13%	7%
Sick Leave	88%	86%	0%	0%	0%	0%
Vacation	63%	64%	0%	0%	0%	0%
Retirement Plan	0%	14%	50%	43%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

\*Percentage is based on 15 employers responding to this particular question.



## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	<b>Insufficient Data</b>	<b>X</b>
Not Difficult		

The Job Market for: **Teacher Assistants**  
Experienced applicants: Insufficient Data  
Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, in-house promotion or transfer, and the Internet.

**Turnover:** Among employers surveyed, the rate is 7.3% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

**Size of Employment:** 1,260 - 1,330 (Very Large)

**Gender:** Employers responding indicate 11% of workers are male, 89% are female.

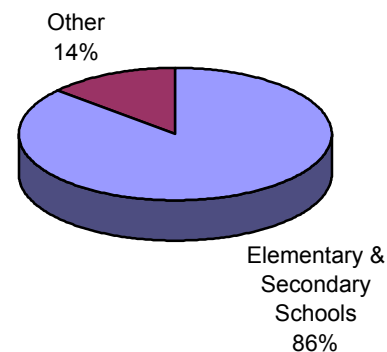
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

New jobs through 2008:	70
<u>Separations to 2008:</u>	190
Total Openings:	260

**Growth Trends:** The new job growth rate for this occupation is 5.6%, which is growing slower than the average new job growth rate of 7.7% for all occupations in the county. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

## WHERE THE JOBS ARE



## OTHER INFORMATION

**Alternate Job Titles:** Instructional Aides, Instructional Assistants, Paraeducators

**Promotional Opportunities:** May be promoted to clerical position, or teacher by securing a teaching credential

**Union/Collective Bargaining:** Yes. Most employers surveyed report their employees are unionized.

**Employer Responses:** 15 employers, representing 409 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

**TEACHERS -- ELEMENTARY SCHOOL****OES 313050**

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Does not include special education teachers who teach only handicapped pupils.

**EMPLOYER REQUIREMENTS**

Education and Training: Almost all employers report they require at least a bachelor's degree. Graduate study, which includes student teaching, is consistent with the State of California's credentialing requirements for this occupation. Persons interested in this career are encouraged to contact both the California Commission on Teacher Credentialing and the Department of Education at a state university. Employers report a range of training between 6 - 12 months, with an average of 12 months.

Experience: Almost all employers report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 36 months of teaching experience, with an average of 18 months.

Skills and Qualifications:

Teaching others how to do something  
 Talking to others to convey information effectively  
 Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things  
 Understanding written sentences and paragraphs in work documents  
 Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times  
 Communicating effectively in writing as appropriate for the needs of the audience  
 Being aware of others' reactions and understanding why they react as they do  
 Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action

**WAGES AND BENEFITS**

<u>*Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$7.00 - 13.72	\$23.40 - 29.86	\$10.36	\$26.25
New Hires, W/ Experience	\$7.00 - 16.84	\$22.97 - 30.61	\$13.72	\$26.45
After Three Years W/ Firm	\$8.75 - 18.95	\$23.74 - 32.25	\$16.80	\$27.90

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Most Elementary School Teachers work full-time at an average of 37 hours per week. Some work "on-call" averaging 16 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	80%	20%	0%
Dental Insurance	67%	20%	0%
Vision Insurance	67%	20%	0%
Life Insurance	40%	7%	13%
Sick Leave	100%	0%	0%
Vacation	20%	0%	0%
Retirement Plan	47%	47%	0%
Child Care	0%	0%	0%

\*Percentage is based on 15 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	<b>Insufficient Data</b>	<b>X</b>
Not Difficult		

The Job Market for: **Elementary School Teachers**  
Experienced applicants: Insufficient Data  
Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: colleges & universities, newspaper ads, and the Internet.

**Turnover:** Among employers surveyed, the rate is 2.7% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 1140 - 1220 (Very Large)

**Gender:** Employers responding indicate 30% of workers are male, 70% are female.

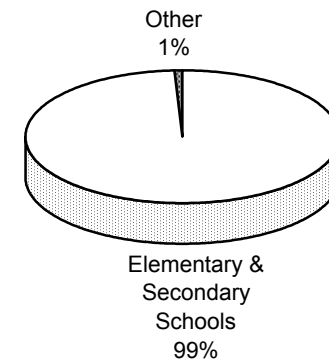
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	80
<u>Separations to 2006:</u>	190
Total Openings:	270

**Growth Trends:** The new job growth rate for this occupation is 7.0%, which is growing slower than the average job growth rate of 8.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate a decline in growth over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION:

**Alternate Job Titles:** Teacher, Classroom Teacher, Certificated Teacher

**Related DOT Code:** 092.227-010, 092.227-014

**Promotional Opportunities:** May be promoted to principal or other administrative position

**Union/Collective Bargaining:** Yes. Almost all employers surveyed report their employees are unionized.

**Employer Responses:** 15 employers, representing 2063 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

**TEACHERS, SECONDARY SCHOOL****OES 313080**

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Includes vocational high school teachers. Does not include special education teachers who teach only students with disabilities.

**EMPLOYER REQUIREMENTS**

Education and Training: All employers surveyed report they require at least a bachelor's degree. Graduate study, which includes student teaching, is consistent with the State of California's credentialing requirements for Secondary School Teachers. Persons interested in this career are encouraged to contact both the California Commission on Teacher Credentialing and the Department of Education at a state university. Employers report an average of 12 months of training for this occupation.

Experience: Some employers report they prefer work experience in this occupation. They report hiring applicants with an average of 36 months of teaching experience.

Skills and Qualifications:

Talking to others to convey information effectively  
 Teaching others how to do something  
 Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things  
 Understanding written sentences and paragraphs in work documents  
 Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times  
 Being aware of others' reactions and understanding why they react the way they do  
 Using mathematics to solve problems  
 Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action

**WAGES AND BENEFITS**

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$23.57 - 26.89	\$25.42
New Hires, W/ Experience	\$23.74 - 29.34	\$27.66
After Three Years W/ Firm	\$23.74 - 32.43	\$29.12

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Most Secondary School Teachers work full-time at an average of 36 hours per week. Some work "on-call" averaging 35 hours weekly.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	100%	0%	0%
Dental Insurance	100%	0%	0%
Vision Insurance	100%	0%	0%
Life Insurance	33%	0%	17%
Sick Leave	100%	0%	0%
Vacation	17%	0%	0%
Retirement Plan	50%	50%	0%
Child Care	0%	0%	0%

\*Percentage is based on 6 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	<b>Insufficient Data</b>	<b>X</b>
Not Difficult		

The Job Market for: **Secondary School Teachers**

Experienced applicants: Insufficient Data

Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: colleges & universities, the Internet, and newspaper ads.

**Turnover:** Among employers surveyed, the rate is 5.2% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 620 - 700 (Very Large)

**Gender:** Employers responding indicate 52% of workers are male, 48% are female.

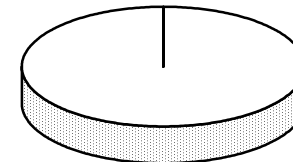
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	80
<u>Separations to 2006:</u>	150
Total Openings:	230

**Growth Trends:** The new job growth rate for this occupation is 12.9%, which is growing faster than the average job growth rate of 8.7% for all occupations in the county. Many employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

## WHERE THE JOBS ARE



Elementary &  
Secondary  
School  
Teachers  
100%

## OTHER INFORMATION:

**Alternate Job Titles:** Teachers

**Related DOT Code:** 091.227-010, 091.221-010

**Promotional Opportunities:** May be promoted to principal or other administrative position

**Employer Responses:** 6 employers, representing 777 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

**Union/Collective Bargaining:** Yes, All employers surveyed report their employees are unionized.

**TEACHERS -- SPECIAL EDUCATION****OES 313110**

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

**EMPLOYER REQUIREMENTS**

Education and Training: Of those surveyed, all employers report they require at least a bachelor's degree. Some indicate they require graduate study prior to hire. Graduate study is consistent with the State of California's credentialing requirements for special education teachers. Persons interested in this career are encouraged to contact both the California Commission on Teacher Credentialing and the Department of Education at a state university. Almost all employers indicate they require 12 - 24 months of technical or vocational training prior to hire.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 12 - 24 months of experience as a special education teacher.

Skills and Qualifications:

Able to teach others how to do something  
 Able to use multiple approaches when learning or teaching new things  
 Able to be aware of others' reactions and understanding why they react the way they do  
 Able to talk to others to effectively convey information  
 Able to develop approaches for implementing an idea  
 Able to listen to what others are saying and ask questions as appropriate  
 Able to assess how well one is doing when learning or doing something  
 Able to understand written sentences and paragraphs in work documents  
 Able to communicate effectively with others in writing as indicated by the needs of the audience  
 Able to actively look for ways to help people  
 Able to generate a number of different approaches to problems  
 Able to find ways to structure or classify multiple pieces of information

**WAGES AND BENEFITS**

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$15.81 - 18.90	\$18.27
New Hires, W/ Experience	\$16.11 - 26.22	\$18.65
After Three Years W/ Firm	\$16.30 - 30.41	\$22.43

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Almost all Special Education Teachers work full-time at an average of 37 hour per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	86%	7%	0%
Dental Insurance	79%	14%	0%
Vision Insurance	79%	14%	0%
Life Insurance	43%	7%	7%
Sick Leave	93%	0%	0%
Vacation	7%	0%	0%
Retirement Plan	7%	79%	7%
Child Care	0%	0%	7%

\*Percentage is based on 14 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market for: **Special Education Teachers**  
Experienced applicants: Moderately Competitive  
Inexperienced applicants: Not Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: colleges and universities, newspaper ads, and the Internet.

**Turnover:** Among employers surveyed, the rate is 6.0% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 500 - 510 (Very Large)

**Gender:** Employers responding indicate 25% of workers are male, 75% are female.

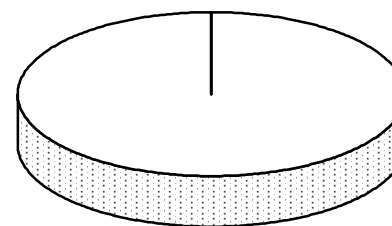
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	10
<u>Separations to 2006:</u>	30
Total Openings:	40

**Growth Trends:** The new job growth rate for this occupation is 2.0%, which is growing slower than the average new job growth rate of 8.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

## WHERE THE JOBS ARE



Elementary &  
Secondary  
Schools  
100%

**Alternate Job Titles:** Resource Specialists

**Related DOT Code:** 094.107-010, 094.224-010, 094.224-014, 094.224-018, 094.227-010, 094.227-022, 094.227-030

**Promotional Opportunities:** May be promoted to principal, superintendent, or other administrative position

**Union/Collective Bargaining:** Yes. Almost all employers surveyed report their employees are unionized.

**Employer Responses:** 14 employers, representing 140 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

**TELLERS****OES 531020**

Tellers receive and pay out money, and keep records of money and negotiable instruments involved in various financial institutions' transactions.

**EMPLOYER REQUIREMENTS**

Education and Training: Almost all employers report they require a high school diploma or equivalent. Of those surveyed, no employer indicates a requirement for training prior to hire.

Experience: Most employers report they prefer work experience in this occupation. They report hiring applicants with 3 - 12 months of tellering or other cash handling experience, with an average of 8 months.

Skills and Qualifications:

Using mathematics to solve problems  
 Actively looking for ways to help people  
 Talking to others to convey information effectively  
 Being aware of others' reactions and understanding why they react as they do  
 Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times  
 Understanding written sentences and paragraphs in work related documents  
 Communicating effectively in writing as appropriate for the needs of the audience  
 Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action

**WAGES AND BENEFITS**

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 9.00	\$8.00
New Hires, W/ Experience	\$8.00 - 10.62	\$8.50
After Three Years W/ Firm	\$9.00 - 12.75	\$10.00

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Most Tellers work part-time averaging 26 hours per week. Some work full-time at an average of 38 hours weekly.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	23%	0%	31%	54%	0%	8%
Dental Insurance	23%	0%	31%	54%	0%	8%
Vision Insurance	23%	0%	31%	46%	0%	0%
Life Insurance	38%	23%	15%	23%	0%	8%
Sick Leave	46%	62%	0%	0%	0%	0%
Vacation	46%	69%	0%	0%	0%	0%
Retirement Plan	8%	8%	46%	46%	0%	8%
Child Care	0%	0%	0%	0%	0%	0%

\*Percentage is based on 13 employers responding to this particular question.



## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	<b>Insufficient Data</b>	<b>X</b>
Not Difficult		

The Job Market for: **Tellers**  
Experienced applicants: Insufficient Data  
Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

**Turnover:** Among employers surveyed, the rate is 46.1% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 340 - 390 (Large)

**Gender:** Employers responding indicate 21% of workers are male, 79% are female.

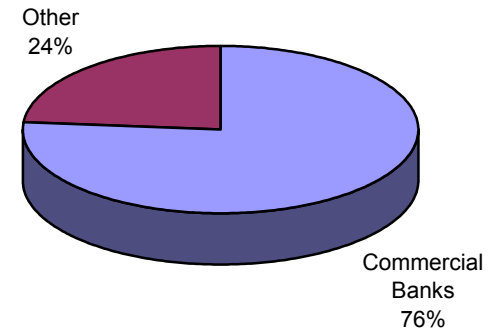
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	50
<u>Separations to 2006:</u>	110
Total Openings:	160

**Growth Trends:** The new job growth rate for this occupation is 14.7%, which is growing much faster than the average new job growth rate of 8.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION:

**Alternate Job Titles:** Financial Services Representative

**Related DOT Code:** 211.362-014, 211.362-018, 211.382-010, 219.462-010

**Promotional Opportunities:** May be promoted to senior teller, new accounts representative, or operations supervisor

**Union/Collective Bargaining:** No. Employers responding indicate no unionization for this occupation.

**Employer Responses:** 13 employers, representing 106 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

**TRAFFIC, SHIPPING, AND RECEIVING CLERKS****OES 580280**

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying and recording incoming merchandise or material; and arranging for the transportation of products. Does not include Stock Clerks and workers whose primary duties involve weighing and checking.

**EMPLOYER REQUIREMENTS**

Education and Training: Most employers report they require a high school diploma or equivalent. Few indicate they require technical or vocational training prior to hire.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months of experience in traffic, shipping, and receiving.

Skills and Qualifications:

Basic math skills  
 Able to read and follow instructions  
 Able to write legibly and effectively  
 Oral communication skills  
 Able to work under pressure  
 Able to work independently  
 Willing to work with close supervision  
 Possession of a valid driver's license  
 Able to operate a fork lift  
 Able to type at least 30 words per minute  
 Able to use the United States and private parcel post service  
 Understanding of inventory techniques  
 Able to plan and organize the work of others  
 Record keeping skills  
 Able to stand continuously for 2 or more hours  
 Able to lift at least 60 pounds repeatedly

**WAGES AND BENEFITS**

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 9.00	\$7.25
New Hires, W/ Experience	\$6.25 - 12.19	\$9.00
After Three Years W/ Firm	\$7.75 - 16.78	\$12.00

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Almost all Traffic, Shipping, and Receiving Clerks work full-time averaging 41 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	40%	47%	0%
Dental Insurance	27%	13%	7%
Vision Insurance	13%	7%	7%
Life Insurance	40%	7%	7%
Sick Leave	80%	0%	0%
Vacation	93%	0%	0%
Retirement Plan	27%	33%	7%
Child Care	0%	0%	0%

\*Percentage is based on 15 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Traffic, Shipping, and Receiving Clerks**  
Experienced applicants: Moderately Competitive  
Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and private employment agencies.

**Turnover:** Among employers surveyed, the rate is 14.9% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 380 - 390 (Large)

**Gender:** Employers responding indicate 88% of workers are male, 12% are female.

### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	10
<u>Separations to 2006:</u>	50
Total Openings:	60

**Growth Trends:** The new job growth rate for this occupation is 2.6%, which is growing slower than the average new growth rate of 8.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

## WHERE THE JOBS ARE

Federal Government	25.1%
General Merchandise Stores	15.6%
Grocery Stores	6.1%
Preserved Fruits & Vegetables	4.6%
Professional & Commercial Equipment	2.8%
Miscellaneous Business Services	2.8%
Miscellaneous Plastic Products	2.0%
Women's & Misses' Outerwear	1.8%
Paints & Allied Products	1.8%
Toys & Sporting Goods	1.8%
Groceries & Related Products	1.8%
Other	33.8%

## OTHER INFORMATION:

**Alternate Job Titles:** Purchasing Agent, Warehouse Person, Distribution Person

**Related DOT Code:** 214.587-014, 219.367-030, 222.387-050, 222.587-018, 222.587-034, 222.687-022, 248.362-010

**Promotional Opportunities:** May be promoted to driver, sales clerk, production supervisor, or retail manager

**Union/Collective Bargaining:** Yes. Few employers surveyed report their employees are unionized.

**Employer Responses:** 15 employers, representing 48 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

**TREE TRIMMERS AND PRUNERS****OES 373013**

Cut away dead or excess branches from trees or shrubs to maintain right-of-way for roads, sidewalks, or utilities, or to improve appearance, health, and value of tree. Prune or treat trees or shrubs using handsaws, pruning hooks, sheers, and clippers. May use truck-mounted lifts and power pruners. May fill cavities in trees to promote healing and prevent deterioration.

**EMPLOYER REQUIREMENTS**

Education and Training: Many employers report they require a high school diploma or equivalent. Few employers indicate they require or prefer technical or vocational training prior to hire. Those that do report a range of training between 6 - 12 months, with an average of 9 months.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 3 - 36 months of related occupational experience. This includes: tree trimming and pruning, landscaping, fruit picking, or other agricultural related experience. Employers report 17 months as the average amount of experience.

Skills and Qualifications:

Able to climb ladders, scaffolding, or utility or telephone poles  
 Able to fell or buck trees  
 Able to move or fit heavy objects  
 Able to mix paint, ingredients, or chemicals, according to specifications  
 Able to use herbicides, fertilizers, pesticides or related products  
 Able to use portable hand spray equipment  
 Able to operate agricultural equipment or machinery  
 Able to use chain saws  
 Able to use hand or power tools  
 Able to use high voltage apparatus  
 Able to recognize plant diseases  
 Able to drive truck with capacity greater than 3 tons  
 Able to operate tractor with accessories or attachments  
 Able to use truck-mounted hydraulic lifts or other accessories

**WAGES AND BENEFITS**

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 8.00	\$7.00
New Hires, W/ Experience	\$6.75 - 12.00	\$7.75
After Three Years W/ Firm	\$6.75 - 16.00	\$10.88

Hours Worked: Almost all Tree Trimmers and Pruners work full-time at an average of 40 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	14%	0%	0%
Dental Insurance	7%	0%	0%
Vision Insurance	7%	0%	0%
Life Insurance	7%	0%	0%
Sick Leave	14%	0%	0%
Vacation	57%	0%	0%
Retirement Plan	14%	7%	0%
Child Care	0%	0%	0%

\*Percentage is based on 16 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X

The Job Market for: **Tree Trimmers & Pruners**  
Experienced applicants: Moderately Competitive  
Inexperienced applicants: Very Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: current employee referrals, "word of mouth", and walk-in applicants.

**Turnover:** Among employers surveyed, the rate is 1.4% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

#### **Size of Employment:**

**Gender:** Employers responding indicate 99% of workers are male, 1% are female.

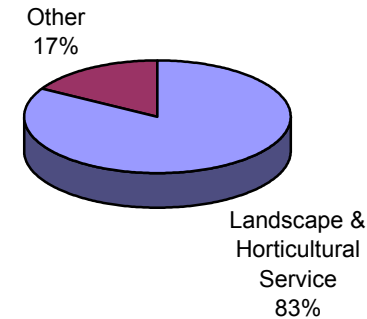
**Projections:** 840 - 930 (Very Large)

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

New jobs through 2008:	90
<u>Separations to 2008:</u>	160
Total Openings:	250

**Growth Trends:** The new job growth rate for landscaping/groundskeeping workers, including tree trimmers and pruners, is 10.7%, which is growing faster than the average job growth rate of 7.7% for all occupations in the county. Many employers project their firm's employment in this occupation to remain stable over the next two years. Some expect decline in this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION

**Alternate Job Titles:** Groundsperson, Utility Person

**Promotional Opportunities:** May be promoted to equipment operator, park supervisor

**Union/Collective Bargaining:** Yes. Few employers surveyed report their employees are unionized.

**Employer Responses:** 16 employers, representing 72 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

**TRUCK DRIVERS, LIGHT -- INCLUDE DELIVERY AND ROUTE WORKERS****OES 971050**

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales.

**EMPLOYER REQUIREMENTS**

Education and Training: Most employers report they require a high school diploma or equivalent. Of those surveyed, a few indicate they prefer technical or vocational training prior to hire. Those seeking training indicate an average of 3 months.

Experience: Many employers report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 12 months of experience as a truck driver, with an average of 8 months.

Skills and Qualifications:

Knowledge of local streets  
 Ability to operate a forklift  
 Ability to read invoices  
 Record keeping skills  
 Ability to load and unload freight  
 Map reading skills  
 Possession of a valid Class A driver's license  
 Possession of a valid Class B driver's license  
 Ability to lift at least 75 pounds repeatedly  
 Ability to pass a pre-employment medical examination  
 Possession of a good DMV driving record  
 Ability to work independently  
 Oral communication skills  
 Basic math skills  
 Ability to read and follow instructions  
 Ability to write legibly

**WAGES AND BENEFITS**

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 10.00	\$7.13
New Hires, W/ Experience	\$6.75 - 10.00	\$7.25
After Three Years W/ Firm	\$6.75 - 14.00	\$10.00

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Most Truck Drivers work full-time averaging 40 hours per week. Some work part-time at an average of 25 hours weekly.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	27%	7%	27%	0%	7%	0%
Dental Insurance	13%	7%	13%	0%	7%	0%
Vision Insurance	13%	7%	7%	0%	7%	0%
Life Insurance	13%	7%	7%	0%	0%	0%
Sick Leave	53%	20%	0%	0%	0%	0%
Vacation	67%	20%	0%	0%	0%	0%
Retirement Plan	27%	7%	13%	7%	13%	0%
Child Care	7%	0%	0%	0%	7%	7%

\*Percentage is based on 15 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	<b>Insufficient Data</b>	<b>X</b>
Not Difficult		

The Job Market for: **Truck Drivers, Light**  
Experienced applicants: Insufficient Data  
Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

**Turnover:** Among employers surveyed, the rate is 60.6% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 750 - 840 (Very Large)

**Gender:** Employers responding indicate 92% of workers are male, 8% are female.

### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	90
<u>Separations to 2006:</u>	80
Total Openings:	170

**Growth Trends:** The new job growth rate for this occupation is 12.0%, which is growing faster than the average job growth rate of 8.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Many anticipate growth over this period.

## WHERE THE JOBS ARE

Eating & Drinking Places	16.5%
Business Services	16.0%
Transportation By Air	12.5%
Trucking & Courier Services, Except Air	7.5%
Groceries And Related Products	7.1%
Newspapers	6.0%
Home Furniture, Furnishings & Equipment Stores	5.1%
Auto & Home Supply Stores	2.0%
Fuel Dealers	2.0%
Other	25.3%

## **OTHER INFORMATION:**

**Alternate Job Titles:** Delivery Driver, Service Representative

**Related DOT Code:** 906.683-010, 906.683-014, 906.683-018, 906.683-022, 913.663-018, 919.663-022

**Promotional Opportunities:** May be promoted to service manager, warehouse manager, or other management positions

**Employer Responses:** 15 employers, representing 36 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

**Union/Collective Bargaining:** No. Employers surveyed report no unionization for this occupation.

**WAITERS AND WAITRESSES****OES 650080**

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. Does not include workers who only work at counters.

**EMPLOYER REQUIREMENTS**

Education and Training: Many employers report they require a high school diploma or equivalent. Of those surveyed, no employer reports requiring or preferring training prior to employment.

Experience: Almost all employers report they require or prefer work experience in this occupation. They report hiring applicants with 3 - 36 months of experience as a waiter/waitress or other food-related experience. Employers report 15 months as the average amount of experience.

Skills and Qualifications:

Actively looking for ways to help people  
 Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times  
 Talking to others to convey information effectively  
 Communicating effectively in writing as appropriate for the needs of the audience  
 Being aware of others' reactions and understanding why they react as they do  
 Using mathematics to solve problems

**WAGES AND BENEFITS**

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 6.75	\$6.75
New Hires, W/ Experience	\$6.75 - 6.75	\$6.75
After Three Years W/ Firm	\$6.75 - 6.75	\$6.75

\*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.  
 All employers surveyed indicate that waiters/waitresses earn tips in addition to wages reported.

Hours Worked: Most Waiters & Waitresses work part-time averaging 24 hours per week. Some work full-time at an average of 36 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	0%	7%	7%	0%	7%	0%
Dental Insurance	0%	0%	0%	0%	7%	0%
Vision Insurance	0%	0%	0%	0%	7%	0%
Life Insurance	0%	0%	0%	0%	7%	0%
Sick Leave	7%	7%	0%	0%	0%	0%
Vacation	27%	20%	0%	0%	0%	0%
Retirement Plan	0%	0%	7%	0%	7%	0%
Child Care	0%	0%	0%	0%	0%	0%

\*Percentage is based on 15 employers responding to this particular question.



## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Waiters & Waitresses**  
Experienced applicants: Moderately Competitive  
Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, and in-house promotion or transfer.

**Turnover:** Among employers surveyed, the rate is 41.5% for employees in this occupation over the past 12 months.

### Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

**Size of Employment:** 940 - 1010 (Very Large)

**Gender:** Employers responding indicate 15% of workers are male, 85% are female.

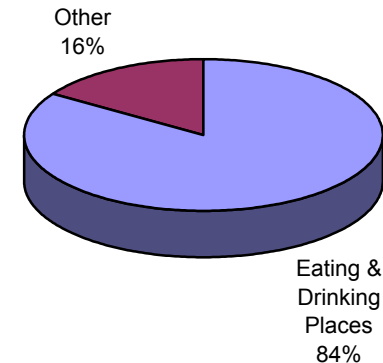
### Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	70
<u>Separations to 2006:</u>	380
Total Openings:	450

**Growth Trends:** The new job growth rate for this occupation is 7.4%, which is growing slower than the average new job growth rate of 8.7% for all occupations in the county. Many employers responding project their firm's employment in this occupation to remain stable over the next two years. Many anticipate growth over this period.

## WHERE THE JOBS ARE



## OTHER INFORMATION:

**Alternate Job Titles:** Servers, Food Servers, Wait Staff

**Related DOT Code:** 311.677-010, 311.674-018, 311.477-030, 311.477-026

**Promotional Opportunities:** May be promoted to head server, bar tender, assistant manager, or manager

**Union/Collective Bargaining:** No. Employers responding indicate no unionization for this occupation.

**Employer Responses:** 15 employers, representing 511 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

**WELDERS, CUTTERS, SOLDERERS, AND BRAZERS****SOC 514121**

Use hand-welding, flame-cutting, hand soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.

**EMPLOYER REQUIREMENTS**

Education and Training: Many employers report they require a high school diploma or equivalent. Some indicate they require or prefer technical or vocational training prior to hire. Employers report a range of training between 3 - 12 months, with an average of 7 months.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 36 months of welding experience, with an average of 17 months.

Skills and Qualifications:

Able to apply protective coating to products  
 Able to clean or degrease weld, or parts to be welded or soldered  
 Able to mix paint, ingredients, or chemicals, according to specifications  
 Able to position, clamp or assemble workpiece prior to welding  
 Able to preheat metal before welding, brazing, or soldering  
 Able to sharpen metal objects  
 Able to burn (cut), trim, or scarf metal objects  
 Able to fabricate beams  
 Able to operate metal or plastic fabricating equipment/machinery  
 Able to perform detailed welding techniques  
 Able to use acetylene welding/cutting torch  
 Able to use arc welding equipment  
 Able to use braze-welding equipment  
 Able to use fire suppression equipment  
 Able to use gas welding equipment  
 Able to use hand or power tools  
 Able to weld together metal parts, components, or structures

**WAGES AND BENEFITS**

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00 - 10.00	\$7.75
New Hires, W/ Experience	\$7.00 - 12.00	\$10.00
After Three Years W/ Firm	\$9.00 - 16.50	\$12.75

Hours Worked: Of those surveyed, all Welders, Cutters, Solderers, and Brazers work full-time at an average of 40 hours per week.

Benefits (% of Employers\* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	19%	56%	0%
Dental Insurance	19%	31%	19%
Vision Insurance	13%	25%	6%
Life Insurance	44%	19%	0%
Sick Leave	38%	0%	0%
Vacation	94%	0%	0%
Retirement Plan	0%	56%	0%
Child Care	0%	0%	0%

\*Percentage is based on 16 employers responding to this particular question.

## EMPLOYMENT TRENDS

### Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Welders, Cutters, Solderers, & Brazers**  
Experienced applicants: Moderately Competitive  
Inexperienced applicants: Moderately Competitive

**Recruitment Methods:** The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, current employee referrals, and private employment agencies.

**Turnover:** Among employers surveyed, the rate is 42.3% for employees in this occupation over the past 12 months.

**Size of Occupation:** 240 - 280 (Large)

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

### **Size of Employment:**

**Gender:** Employers responding indicate 100% of workers are male, 0% are female.

### **Projections:**

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

New jobs through 2008:	40
<u>Separations to 2008:</u>	50
Total Openings:	90

**Growth Trends:** The new job growth rate for this occupation is 16.7%, which is growing much faster than the average new job growth rate of 7.7% for all occupations in the county. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

## WHERE THE JOBS ARE

Fabricated Structural Metal Products	24.1%
Machinery, Equipment, and Supplies	18.3%
Plumbing, Heating, Air-Conditioning	13.3%
Miscellaneous Durable Goods	6.5%
Farm & Garden Machinery	6.1%
Airports, Flying Fields, & Services	6.1%
Construction & Related Machinery	5.0%
Other	20.6%

## OTHER INFORMATION

**Alternate Job Titles:** Fabricator

**Promotional Opportunities:** May be promoted to lead welder, estimator, supervisor or management position

**Union/Collective Bargaining:** No. Employers responding indicate no unionization for this occupation.

**Employer Responses:** 16 employers, representing 109 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

***2003 - 2004***

***BUTTE COUNTY***

***TRAINING***

***DIRECTORY***

## ***OVERVIEW***

The *2003/2004 Butte County Training Directory* is produced as part of the statewide CCOIS. The development of this directory is through a cooperative effort between the Butte County Private Industry Council, the Labor Market Information Division of the State of California Employment Development Department, and the California Career Resource Network (CalCRN).

CalCRN is an interagency, state-level network created to provide support for career guidance and academic counseling programs designed to promote improved career and education decision making by individuals. CalCRN receives Carl D. Perkins funding from the U.S. Department of Education and is part of the nationwide America's Career Resource Network (ACRN). At present the participating members of the CalCRN are:

- [California Department of Education](#)
- [Chancellor's Office of the California Community Colleges](#)
- [Employment Development Department](#)
- [Bureau for Private Postsecondary and Vocational Education](#)
- [Department of Rehabilitation](#)
- [Department of Social Services](#)
- [California Technology, Trade and Commerce Agency](#)
- [Employment Training Panel](#)
- [California Workforce Investment Board](#)

CalCRN is California's primary resource for career guidance and planning information to assist youth and adult career seekers. The mission of the CalCRN is to provide youth and adults with the career information and resources that enable them to reach their career goals.

The purpose of the *2003/2004 Butte County Training Directory* is to provide basic information on the training programs available to residents of Butte County. Unless otherwise noted, the programs listed are those that prepare persons for entry into one or more specific occupations.

The Employment Development Department (EDD) does not endorse the schools listed in the training directory. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile. Please contact us if there are additional programs that should be included in future editions of this directory.

### ***HOW CAN I USE THIS DIRECTORY?***

The data in this directory is intended for use by various workforce development agencies, training providers, organizations, and individuals. Some of the ways in which this directory can be used are as follows:

- It can be used as a reliable reference resource for career and vocational training programs available throughout Butte County.
- It can be used by employers interested in finding skilled workers or in search of training programs for new or current employees.
- Counselors and employment training professionals can use this directory to assist individuals in selecting training programs that meet their individual goals and needs.

## LOCAL TRAINING PROVIDERS

Training is provided in Butte County for these occupations that were surveyed in Program Year 2003. Please refer to updated course catalogs or contact providers directly for current information. Training provider information may be found in the following pages:

AUTOMOTIVE SERVICE TECHNICIANS AND MECHANICS

BUTTE COMMUNITY COLLEGE

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS

DESTINY COLLEGE

NORTHSTATE BUSINESS COLLEGE

CHILD CARE WORKERS

CALIFORNIA STATE UNIVERSITY, CHICO

NETWORK AND COMPUTER SYSTEMS ADMINISTRATORS

BUTTE COMMUNITY COLLEGE

BUTTE COUNTY REGIONAL OCCUPATIONAL PROGRAM

CALIFORNIA STATE UNIVERSITY, CHICO

CALIFORNIA STATE UNIVERSITY, CHICO, FOR CONTINUING EDUCATION

COMPUTER LEARNING CENTER

DESTINY COLLEGE

OROVILLE ADULT SCHOOL

SIERRA TECHNICAL SCHOOL

PARTS SALESPERSONS

BUTTE COUNTY REGIONAL OCCUPATIONAL PROGRAM

DESTINY COLLEGE

J K HANNIS MARKETING & TRAINING

PERSONAL AND HOME CARE AIDES

SCHOOL OF ALTERNATIVE HEALTHCARE

RECREATION WORKERS

BUTTE COMMUNITY COLLEGE

CALIFORNIA STATE UNIVERSITY, CHICO

RETAIL SALESPERSONS

BUTTE COUNTY REGIONAL OCCUPATIONAL PROGRAM

DESTINY COLLEGE

J K HANNIS MARKETING & TRAINING

TEACHER ASSISTANTS

OROVILLE ADULT SCHOOL

WELDERS, CUTTERS, SOLDERERS, AND BRAZERS

BUTTE COMMUNITY COLLEGE

BUTTE COUNTY REGIONAL OCCUPATIONAL PROGRAM

OROVILLE ADULT SCHOOL

**Provider:** BUTTE COMMUNITY COLLEGE  
**Physical Address:** 3536 BUTTE CAMPUS DRIVE  
OROVILLE CA, 95965-8303  
**School Type:** Community Colleges  
**Phone:** (530) 895-2511  
**Fax:** (530) 895-2962  
**Internet/URL:** <http://www.butte.cc.ca.us>  
**Email:** <mailto:admissions@butte.cc.ca.us>

**Occupational Title:**

AUTOMOTIVE SERVICE TECHNICIANS AND MECHANICS  
NETWORK AND COMPUTER SYSTEMS ADMINISTRATORS

RECREATION WORKERS  
WELDERS, CUTTERS, SOLDERERS, AND BRAZERS

**Provider:** BUTTE COUNTY REGIONAL OCCUPATIONAL PROGRAM  
**Physical Address:** 2491 CARMICHAEL DRIVE STE. 100  
CHICO CA, 95938-7191  
**School Type:** Secondary Schools with Occupational Programs (ROP and  
vocational/occupational education)  
**Phone:** (530) 879-7457  
**Fax:** (530) 879-7458  
**Internet/URL:** <http://www.bcoe.butte.k12.ca.us>  
**Email:** [kgreenma@bcoe.butte.k12.ca.us](mailto:kgreenma@bcoe.butte.k12.ca.us)

**Occupational Title:**

NETWORK AND COMPUTER SYSTEMS ADMINISTRATORS  
PARTS SALESPERSONS  
RETAIL SALESPERSONS  
WELDERS, CUTTERS, SOLDERERS, AND BRAZERS

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	Yes
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	No
<b>Open Entry/Open Exit:</b>	No		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

**Training Program(s):**

Automobile/Automotive Mechanics Technology/Technician  
Computer and Information Sciences, General  
Computer Systems Networking and Telecommunications  
Parks, Recreation and Leisure Facilities Management  
Welding Technology/Welder

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Open Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

**Training Program(s):**

Computer and Information Sciences, General  
Selling Skills and Sales Operations  
Selling Skills and Sales Operations  
Welding Technology/Weld



**Provider:** CALIFORNIA STATE UNIVERSITY, CHICO  
**Physical Address:** 400 WEST FIRST STREET  
 CHICO CA, 95929-0722  
**School Type:** Public 4- or more year Colleges and Universities, including all Graduate and Professional Schools  
**Phone:** (530) 898-4636  
**Fax:** (530) 898-4381  
**Internet/URL:** <http://www.csuchico.edu/>  
**Email:** [info@csuchico.edu](mailto:info@csuchico.edu)

**Occupational Title:**

CHILD CARE WORKERS  
 NETWORK AND COMPUTER SYSTEMS ADMINISTRATORS  
 RECREATION WORKERS

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** Yes  
**Open Entry/Open Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** Yes  
**Bachelor Degree:** Yes  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

**Training Program(s):**

Child Care and Support Services Management  
 Computer and Information Sciences, General  
 Parks, Recreation and Leisure Facilities Management

**Provider:** CALIFORNIA STATE UNIVERSITY, CHICO FOR CONTINUING ED  
**Physical Address:** 400 W. FIRST STREET  
 CHICO CA, 95929-0250  
**School Type:** Public 4- or more year Colleges and Universities, including all Graduate and Professional Schools  
**Phone:** (530) 898-6105  
**Fax:** (530) 898-4020  
**Internet/URL:** <http://www.rce.csuchico.edu>  
**Email:** [rce@csuchico.edu](mailto:rce@csuchico.edu)

**Occupational Title:**

NETWORK AND COMPUTER SYSTEMS ADMINISTRATORS

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Open Exit:** No  
**Distance Learning:** Yes  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** Yes  
**Bachelor Degree:** Yes  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

**Training Program(s):**

Computer Systems Analysis/Analyst

**Provider:** COMPUTER LEARNING CENTER  
**Physical Address:** 2201 - E2 PILLSBURY RD  
 CHICO CA, 95926  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone:** (530) 345-4444  
**Fax:** (530) 345-4454  
**Internet/URL:** <http://www.computerlearningcenter.com>  
**Email:** [mailto:home@computerlearningcenter.com](mailto:mailto:home@computerlearningcenter.com)

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** No  
**Career Development:** No  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Open Exit:** No  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

**Occupational Title:**

NETWORK AND COMPUTER SYSTEMS ADMINISTRATORS

**Provider:** DESTINY COLLEGE  
**Physical Address:** 3075 COHASSET ROAD SUITE 2  
CHICO CA, 95973-0970  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone:** (530) 897-5800  
**Fax:** (530) 879-5804  
**Internet/URL:** <http://www.destinycollege.org>  
**Email:** <mailto:president@destinycollege.org>

**Occupational Title:**

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS  
NETWORK AND COMPUTER SYSTEMS ADMINISTRATORS  
PARTS SALESPERSONS  
RETAIL SALESPERSONS

**Provider:** J K HANNIS MARKETING & TRAINING  
**Physical Address:** 1362 ESPLANADE  
CHICO CA, 95926  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone:** (530) 342-0315  
**Fax:** (530) 343-7275  
**Internet/URL:** [not applicable](#)  
**Email:** [jkhannis@sunset.net](mailto:jkhannis@sunset.net)

**Occupational Title:**

PARTS SALESPERSONS  
RETAIL SALESPERSONS

**Training Program(s):**

Computer and Information Sciences, General

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Open Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

**Training Program(s):**

Accounting Technology/Technician and Bookkeeping  
Information Science/Studies  
Selling Skills and Sales Operations  
Selling Skills and Sales Operations

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Open Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

**Training Program(s):**

Selling Skills and Sales Operations  
Selling Skills and Sales Operations

**Provider:** NORTHSTATE BUSINESS COLLEGE, INC.  
**Physical Address:** 574 MANZANITA SUITE 12  
CHICO CA, 95926  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone:** (530) 895-3150  
**Fax:** (530) 342-4005  
**Internet/URL:** [not applicable](#)  
**Email:** <mailto:nsbus@sbcglobal.net>

**Occupational Title:**

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** No  
**Career Development:** No  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Open Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

**Training Program(s):**

Accounting Technology/Technician and Bookkeeping

**Provider:** OROVILLE ADULT SCHOOL  
**Physical Address:** 78 TABLE MOUNTAIN BLVD.  
OROVILLE CA, 95966  
**School Type:** Public Adult Schools with occupational programs  
**Phone:** 530-538-5350  
**Fax:** 530-538-5396  
**Internet/URL:** <http://www.oroVILLEadulthoodschool.com>  
**Email:** <mailto:drobinso@ouhsd.org>

**Occupational Title:**

NETWORK AND COMPUTER SYSTEMS ADMINISTRATORS  
TEACHER ASSISTANTS  
WELDERS, CUTTERS, SOLDERERS, AND BRAZERS

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** No  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Open Exit:** Yes  
**Distance Learning:** No  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

**Training Program(s):**

Computer Systems Networking and Telecommunications  
Computer and Information Sciences, General  
Teacher Assistant/Aide  
Welding Technology/Welder

**Provider:** SCHOOL OF ALTERNATIVE HEALTHCARE  
**Physical Address:** 197 EAST AVE  
CHICO CA, 95926  
**School Type:** Hospital or Health Programs not elsewhere included  
**Phone:** (530) 894-5457  
**Fax:** 530-898-9045  
**Internet/URL:** not applicable  
**Email:** <mailto:althelth@c-zone.net>

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** No  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Open Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

Occupational Title:

PERSONAL AND HOME CARE AIDES

**Training Program(s):**

Massage Therapy/Therapeutic Massage

**Provider:** SIERRA TECHNICAL INSTITUTE  
**Physical Address:** 6390 CLARK ROAD  
PARADISE CA, 95966  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone:** 530-877-8123  
**Fax:** 530-877-8612  
**Internet/URL:** <http://www.sierra-tech.com/training>  
**Email:** <mailto:training@sierra-tech.com>

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Open Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

**Occupational Title:**

NETWORK AND COMPUTER SYSTEMS ADMINISTRATORS

**Training Program(s):**

Computer and Information Sciences, General

Phone

Fax

**ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL**

Whom should we contact with any further questions?

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

<b>Occupation:</b>		
<b>Does your firm employ any individual performing the duties in the occupation described above?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes</b> , please complete this survey for the occupation described. <b>If no</b> , please return this questionnaire to the above address. If your firm has multiple locations, please confine your answers to locations in <b>your county</b> .		
1. What job title(s) does your firm use for <b>these duties</b> ?	Job Title(s):	
2. a. How many employees does your firm currently have <b>in this occupation</b> ?	Number of Employees:	
b. <b>In this occupation</b> , how many are:	Number of Males:	Number of Females:
c. <b>In this occupation</b> , how many current employees are there and on average how many weekly hours do they work?		
Regular, Full Time:	Number of Employees:	Average Weekly Hours Worked:
Regular, Part Time:	Number of Employees:	Average Weekly Hours Worked:
Temporary/On Call:	Number of Employees:	Average Weekly Hours Worked:
Seasonal:	Number of Employees:	Average Weekly Hours Worked:
3. In your firm, what shifts are available for <b>this occupation</b> ? (check all that apply)	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Other: Please specify _____	
4. Has your firm hired <b>in this occupation</b> within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many were hired to fill:		
vacancies resulting from promotions within your firm?		
vacancies resulting from people in permanent positions leaving your firm?		
new permanent positions resulting from growth?		
temporary, on call, or seasonal positions?		
5. a. During the last 12 months, did your firm's employment <b>in this occupation</b> : (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
b. Over the next 24 months, do you expect your firm's employment <b>in this occupation</b> to: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
6. When you hire applicants for <b>this occupation</b> , is prior experience in this occupation required? If <b>yes</b> or <b>preferred</b> , how much experience <b>in this occupation</b> is required/preferred? Is experience in other occupations accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ ( months) <input type="checkbox"/> Yes <input type="checkbox"/> No Please specify below: Occupation: _____ (months)	
7. If prior experience is required when you hire applicants <b>for this occupation</b> , please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)		
Not Difficult      1      2      3      4      Difficult		
8. If prior experience is <u>not</u> required when you hire applicants <b>for this occupation</b> , please indicate how difficult it is for your firm to find qualified applicants. (Circle one)		
Not Difficult      1      2      3      4      Difficult		

9. Does your firm accept training as a substitute for experience in this occupation? If yes, how many months of training can generally be substituted?		<input type="checkbox"/> Yes <input type="checkbox"/> No _____ (months)	
10. Is technical or vocational training required prior to employment <b>in this occupation</b> ? If yes or preferred, what kind of training is required?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months)	
11. What is the minimum level of education your firm <b>requires</b> when hiring an applicant <b>in this occupation</b> ? (Check one).			
<div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> Less than high school diploma</span> <span><input type="checkbox"/> High school diploma or equivalent</span> <span><input type="checkbox"/> Associate Degree (2 year)</span> </div> <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> Bachelor Degree (4 year)</span> <span><input type="checkbox"/> Graduate Study</span> </div>			
12. What is the usual income earned by your firm's employees in <b>this occupation</b> at the following levels of skills and experience?		For other compensation, please indicate the average overall earnings and types(s) of compensation.	
<ul style="list-style-type: none"> <li>New hires, no experience (trained or untrained):</li> <li>New hires who are experienced:</li> <li>Experienced employees after 3 years with your firm:</li> </ul> <div style="text-align: center; margin-top: 10px;"> <i>(Please check one)</i> </div>	<u>Base Wage or Salary</u> \$ _____ \$ _____ \$ _____ <div style="display: flex; justify-content: space-around; font-size: small;"> <input type="checkbox"/> Hour   <input type="checkbox"/> Week  <input type="checkbox"/> Month   <input type="checkbox"/> Year         </div>	<u>Other Compensation</u> \$ _____ \$ _____ \$ _____ <div style="display: flex; justify-content: space-around; font-size: small;"> <input type="checkbox"/> Hour   <input type="checkbox"/> Week  <input type="checkbox"/> Month   <input type="checkbox"/> Year         </div>	<u>Type of Compensation</u> <input type="checkbox"/> Commission <input type="checkbox"/> Tips <input type="checkbox"/> Bonus <input type="checkbox"/> Piece Rate <input type="checkbox"/> Other Specify _____
13. Are the wages for employees <b>in this occupation</b> subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number?			<input type="checkbox"/> Yes <input type="checkbox"/> No _____
14. Please check which benefits your firm offers full-time ( <b>FT</b> ) and part-time ( <b>PT</b> ) employees <b>in this occupation</b> and which best describes who pays for them:			
	<u>Employer Pays All</u> <u>Share Cost</u> <u>Employee Pays All</u> <u>Not Provided</u>		
	FT      PT      FT      PT      FT      PT      FT      PT		
<i>Medical Insurance</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Dental Insurance</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Vision Insurance</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Life Insurance</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Sick Leave</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Vacation</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Retirement Plan</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Child Care</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other (Please Specify):</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. a. Does your firm ever promote employees <b>in this occupation</b> to higher level positions? If yes, what are the titles of the positions to which they may be promoted?		<input type="checkbox"/> Yes <input type="checkbox"/> No _____	
b. What skills are important for career advancement?		_____	
16. What computer software skills, if any, does your firm seek in applicants <b>for this occupation</b> ? (Please check all that apply)			
Specify software names: <input type="checkbox"/> None			
<div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> Word Processing</span> <span><input type="checkbox"/> Spreadsheet</span> <span><input type="checkbox"/> Database</span> <span><input type="checkbox"/> Desktop Publishing</span> <span><input type="checkbox"/> Other: _____</span> </div>			
17. What other new skills are needed to perform the duties of this occupation?			
18. When your firm hires employees <b>for this occupation</b> , which are the top <b>three</b> most successful recruitment methods?			
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> In-house promotions or transfers  <input type="checkbox"/> EDD  <input type="checkbox"/> School/program referrals  <input type="checkbox"/> Private employment agencies         </div> <div style="width: 30%;"> <input type="checkbox"/> Newspaper ads  <input type="checkbox"/> Walk-in applicants  <input type="checkbox"/> Union hall referrals  <input type="checkbox"/> Trade journals         </div> <div style="width: 30%;"> <input type="checkbox"/> Internet  <input type="checkbox"/> Colleges/Universities  <input type="checkbox"/> Employee referrals  <input type="checkbox"/> Other (Please specify): _____         </div> </div>			
19. Are you aware of any new, changing, or emerging occupations in your industry? Please specify:		<input type="checkbox"/> Yes <input type="checkbox"/> No _____	

